

Brunswick Junior College

Annual Report

1984-85

ANNUAL REPORT

1984 - 1985



BRUNSWICK JUNIOR COLLEGE

ALTAMA AT FOURTH

BRUNSWICK, GEORGIA 31523

A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

T A B L E O F C O N T E N T S

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Section I

NARRATIVE

NARRATIVE

The year 1984-85, which marks the twenty-first year of the college's operation, was a very successful year with outstanding accomplishments reported in nearly every field of institutional endeavor. It was a period in which the college experienced budgetary restraints and enrollment decline, but one in which the institution nevertheless made significant advances.

Although enrollment projection data indicated that there would be fewer high school graduates in the attendance area served by the institution, it was anticipated that intensive recruitment efforts coupled with the continued development of off-campus credit programs as well as some in-migration within the attendance area would enable the institution to expand student enrollment. Instead, the intensive efforts served to hold the enrollment decline to slightly under 10%. A major factor in the enrollment decline was the loss of a contract to teach credit courses at the Federal Law Enforcement Training Center (FLETC). A change in the training program at FLETC prompted officials to request that our courses offered for their personnel be on a continuing education basis, thus resulting in the loss of approximately 50 EFT students which would have been taught under the previous contractual arrangements.

The overall health of the institution has been greatly enhanced by the completion of the addition to the vocational/technical complex. The additional building houses the allied health and technical programs offered in the Division of Vocational/Technical Education. Attractive and well-designed, the building contains well-equipped

classroom and laboratory space for the following programs: Licensed Practical Nursing, Medical Laboratory Technology, Radiologic Technology, Data Processing, and several classrooms. In addition, it contains office space for the faculty of these programs, as well as for the Chairman of the Division, the Industrial Coordinator, and the support personnel. The addition of this attractive and functional facility enabled the Division of Vocational/Technical Education to relocate programs from temporary quarters throughout the campus into permanent instructional space which is specifically designed for health programs. The new facility should assist the Vocational/Technical Division in upgrading the quality of instruction and subsequently in expanding the enrollment in the programs housed in this facility.

ACADEMIC DEVELOPMENT

The overall quality of the academic programs has been greatly improved by the purchase of badly needed instructional equipment using Quality Improvement funds. These acquisitions have been especially valuable toward strengthening the courses in the fields of anatomy and physiology and nursing.

Also serving to strengthen the academic programs was the receipt of \$5,000 from the Brunswick College Foundation earmarked for support of faculty development. These funds have allowed the faculty to propose and conduct a wide variety of development activities which could not have been afforded using only institutional funds provided for this expenditure item.

The academic programs have also been enhanced by additional purchases of microcomputers for instructional purposes. Only two years ago the college had no microcomputers. However, after a matching grant was secured from the Sapelo Island Research Foundation, the first microcomputer laboratory was established in the Fall of 1983. During 1984-85, an additional 27 microcomputers were purchased. Some of these were used to establish a second laboratory and others were used to expand the existing laboratory. In two years, the college has progressed from having no microcomputers for instructional use to a leader among the junior colleges in microcomputer capability with a total of 48 microcomputers in use.

Off-campus credit programs continue to be strong in the Fort Stewart and St. Marys areas. The Assistant to the Academic Dean has been assigned additional responsibilities in the off-campus area. He now is present at the St. Marys location on a regular basis to recruit students and to handle administrative details in that off-campus operation.

The academic program has also been strengthened by a very successful year of affirmative action activities. The innovative and energetic activities of the two minority personnel in the area of student recruitment has resulted in an increase of minority enrollment from 18.2% during the spring quarter 1983-84 to 20.9% during the spring quarter 1984-85. It appears that this gain is solid and with continued efforts already in place to recruit and retain minority students, the enrollment gain should hold steady or possibly increase during the ensuing years.

On the negative side, the enrollment decline was a disappointment for the academic area of endeavor. During the previous year, the academic programs yielded 48,076 quarter hours of credit. During the current year, enrollment decline resulted in a yield of only 43,710 quarter hours of credit, which represents a 9.1% overall decline. The enrollment decline and the attendant decline in income was a manageable problem only because several faculty vacancies had been maintained in the 1984-85 budget. Inasmuch as the decline is expected to persist for several years, the number of faculty positions must be reduced to adjust to the downward trend in instructional needs. It is anticipated that this adjustment will be accomplished without the trauma usually associated with a reduction in force.

The instructional area of the institution is administratively organized into three academic divisions, each headed by an outstanding faculty-administrator. This arrangement has worked exceedingly well over the past several years. Within each division, there are several departmental teaching units, each headed by a full-time faculty member who devotes a portion of his/her time to the administrative duties required within the respective department.

Division of General Studies

The General Studies Division serves as the foundation of liberal arts education at Brunswick Junior College, offering the basic general education component required in all programs, degrees, and certificates offered by the institution.

This year faculty members were engaged in numerous and varied professional activities, as well as in activities related to student

recruitment and retention, student advisement, community relations and other related activities. For example, faculty volunteered for high school visitations and represented the College at a local fair at Brunswick High School. Also, high school students were involved in a play sponsored by the Literary Club; in a literary contest for local and area high schools; and in the first Coastal Georgia Regional Science Fair held on campus. A large number of high school students participated in the annual Mini-United Nations which is organized and conducted annually by the faculty of the Department of Social Science.

Faculty members, in addition to their normal teaching and related duties, were involved in many instructional support activities including providing out-of-class student conferences, conducting study sessions with students before tests, offering pre- and post-testing for students to identify problem areas, providing taped lectures for student use, and maintaining increased office hours for the convenience of students. Nine of nineteen full-time faculty members presented study skills in their classes through lecture, film strips, and handouts. Two faculty members offered "study skills" workshops open to all students. Workshops on time management were also offered; both during the day and during the evening for the convenience of all students.

In the area of faculty development, the Division devoted considerable attention to the content and the design of a faculty development program. Building upon the progress of the previous year's experience, workshops were established to determine faculty needs and the appropriate areas for special emphasis in the faculty development program. Through the use of institutional faculty

development funds augmented by the annual support (\$10,000) from the Brunswick College Foundation, it is anticipated that it may be possible to enable a faculty member to receive additional training in sociology and political science--instructional areas that need strengthening--and to enable at least one faculty member and possibly two to participate in an intensive computer training workshop.

In the area of scholarly pursuits, faculty of the division have one extensive historical book near completion and two other texts in the initial stages of development. Fifty pages of a manuscript were entered in a writing contest (for a novel), and 22 other articles, research papers, and professional works were published or accepted for publication. In addition, there were nine presentations to professional organizations at regional or national meetings. In other professional activities, one faculty member serves on a national committee for drafting a high school exit examination in physics; one serves on the editorial board of an economics publication; and three faculty members served as chairmen or chairmen-elect of Academic Committees within the University System of Georgia.

This year the division also provided 65 percent of the faculty representation on standing committees and much of the leadership and participation as presenters for the fall quarter workshop, as leaders for orientation, and as leaders in the student advisement and recruitment programs.

Division of Special Programs

This division includes three departments: Developmental Studies; Health, Physical Education, and Recreation; and Nursing.

Under new leadership, this has been a year of assessment of programs and personnel to discover strengths and weaknesses. From this review, gained through conferences, discussions, reading, and observation, a number of decisions have been made which should strengthen the division and increase its contribution to the overall efforts of the institution. The assessment resulted, among other things, in the reaffirmation of the positive attitude that the division exists to serve the students and thus the community. To foster the academic success of students, the faculty plans to constantly examine courses, methods of instruction, academic support, and personal attitudes in order to encourage division members to deliver quality instruction in an environment that is conducive to learning. The following summary and evaluations of the year's work reflect some of the accomplishments of the division and plans for the future.

The instruction in Developmental Studies is good, but could be improved by more exploration of successful teaching approaches and the use of materials which address individual student learning styles, especially those of adults. The instructional method is generally traditional, and the courses in reading and mathematics are textbook oriented. There has been some introduction of varied teaching approaches and non-textbook materials, especially in reading and English. The departmental emphasis has been focused on reducing student anxiety and raising the image of developmental studies to one that represents an opportunity to develop one's skills in order to pursue one's career and/or educational goals.

The philosophy of grading in Developmental Studies has been changed to emphasize development and to allow students time to develop. At the end of each quarter, each Developmental Studies student's grade report is reviewed and each student is contacted by letter for appropriate follow-up. Students who complete developmental studies and move to credit courses receive a letter of commendation, while continuing students are sent a letter inviting them to return for assistance to re-enroll. All faculty write evaluations on students who are having difficulty in achieving their educational goals. These evaluations are reviewed by the department head and the division chair and followed up. Several students have been guided to more realistic goals and have been assisted to get the proper training. Most faculty have regular conferences with students and give extra assistance outside of class. All are required to have at least one conference with each student per quarter.

A Regents' reading course (Reading 050) has been designed and introduced into the curriculum to meet Regents' requirements for remediation in a separate course. Efforts are being made to incorporate a variety of materials into the reading courses to increase interest and success.

In the Department of Nursing, a total revision of the curriculum was undertaken from philosophy and conceptual framework, to course objectives and course plans in preparation for a reaffirmation of accreditation review by the American League of Nursing. This revision, including plans for the future, has greatly strengthened the instruction in the classroom, and should lead to further improvements in the future. As a part of the revision, a faculty member prepared a

test item blueprint to provide better measurement of student achievement. The State Board of Nursing Visiting Committee reviewed the nursing program this year and commended the faculty on the curricular revisions and other changes which brings the nursing program in line with current emphasis on assessment and the nursing process. The faculty was also commended on the recently developed preceptor program. In addition to commendations to these components to the nursing program, the Nursing Visiting Committee gave a very positive overall evaluation of the nursing program.

Another major accomplishment was the renovation of the nursing laboratory to simulate hospital room situations. The laboratory provides an improved learning and instructional atmosphere in which students may learn clinical skills, review tests, and reinforce classroom instruction and clinical experiences. Using Quality Improvement funds, the reequipped laboratory now contains five curtained beds, a sink with hot water, study carrols, a new medical cart, a new simulated patient, audio-visual equipment, medical procedure equipment, and a microcomputer.

Overall, the nursing program is considered to be a strong program, well administered, and on the course toward improved quality. This year's diligent work and effort by the personnel in the Department of Nursing should result in an improvement of the pass rate of 76% for 1983-84 on the State Board Examination.

The instruction given by the Health and Physical Education faculty is good and creates an atmosphere in the courses of enjoyment and interest in continuing the activities learned. The emphasis on fitness, good skill levels, and enjoyment make physical education well

accepted among the students. Instruction is especially strong in fitness and aquatic classes. The variety of courses including individualized physical education makes the offerings appealing.

Division of Vocational/Technical Education

This year has been a period of continuing progress for the Vocational-Technical Division. With resolution of the University System Policy regarding non-tenure track and a revised annual leave policy for vocational-technical faculty, there has been a revival of commitment to divisional and college goals. Additionally, faculty morale has visibly improved and there now exists an aura of excitement for building divisional strength and pride.

During the past year the leadership of the Vocational-Technical Division has continued to examine program viability. Consequently, the decision was made to close the programs of Respiratory Therapy and Heating, Ventilation, and Air Conditioning resulting from diminishing enrollments and the prospects of decreasing job placements of program completers. However, all current students in Respiratory Therapy completed the program during Spring Quarter, 1985, and students currently enrolled in Heating, Ventilation, and Air Conditioning will complete at the close of Summer Quarter, 1985. In order to address any residual or future training needs in Heating, Ventilation, and Air Conditioning, the Division plans to offer this course on a non-credit, as needed, short-term basis.

Currently, the Division is exploring several new program possibilities which appear appropriate and highly desirable for a

junior college campus, and which may offer excellent training opportunities, as well as good job placement for students.

During Fall Quarter, 1984, the Vocational-Technical Division, as well as the College, experienced a decline in enrollment. It became obvious and vital that the faculty and administration should play an intensified role in the recruitment of students. This new posture literally meant survival to certain programs. Many recruitment methods and techniques were utilized. The following summarizes the procedures which were employed: a great number of personal contacts of prospective students by faculty, administration, advisory committee members and friends of the college; many news releases, i.e., newspaper announcements and special editorials with program information and photo layouts, and radio announcements about programs and seminars; visits by faculty to local high schools to provide program information; sponsorship of high school Vocational Industrial Clubs of America (VICA) regional competition; and image building through the acquisition of uniforms and shop jackets. As a result of these recruitment efforts, the Division was able to increase enrollment Winter Quarter, 1984, when enrollment usually declines. The enrollment for the Division was only two students fewer in the Spring Quarter 1985, than it was in Spring Quarter 1984.

The completion of the new Allied Health Center, coupled with the infusion of substantial equipment monies has had a dramatic and positive impact on the development of the Vocational/Technical programs. It has had a pronounced influence on the Division's public image, faculty morale and student enrollment. Specific to new equipment acquisitions, funds have been targeted for personal

computers in Data Processing, an X-ray machine for Radiologic Technology, a computerized engine analyzer for Automotive Technology, test and robotics equipment for Electronics Technology, a plasma welder for Welding, and word processing equipment for Secretarial Science.

As a result of the new facilities, equipment purchases, the discontinuance of certain programs and the allocation of additional instructional positions, the programs of Marketing and Management and Electronics Technology will be expanded, utilizing two instructors beginning in September, 1985.

With respect to short-term courses, the Division was involved in a cooperative effort with the office of Continuing Education, serving more than 525 clients in training and retraining opportunities. These courses have been offered both on campus and at industrial sites. Efforts have been made to offer short-term courses which address business and industrial needs and offer genuine employment opportunities for students enrolled. The Division is particularly proud of the role it has played in coordinating and sponsoring Quick-Start training for the Medical Assistance Program, International (MAP) which recently relocated to Brunswick. It appears that the quality of the credit classes of Data Processing, Heating, Ventilation, and Air Conditioning, and Automotive Technology at Fort Stewart is improving as a result of close monitoring and curriculum supervision.

In summary, this year has been a most productive and rewarding year for the Vocational-Technical Division. It is anticipated that continued progress will be achieved, given the excellent state support which the Division has received during the year.

Library

The 1984-85 year was not an easy one for the Library. For the third straight year the library/media budget was frozen and the position of Catalogue Assistant remained unfilled. Although funds were restored later, planning and timeliness of acquisitions were adversely affected. On the positive side, Quality Improvement funds enabled the Library to acquire some much-needed new equipment and replace a portion of old worn out or obsolete equipment.

The Library continued to have various art exhibits that were well attended by students, faculty, and local citizens. Library orientation classes were held for 45 Brunswick Junior College classes and for six public school classes. The Library hosted one meeting each of the Glynn County Library Council, South Georgia Associated Libraries, and the Regents Academic Committee on Libraries. Professional staff members attended a staff development workshop sponsored by the Regents Academic Committee on Libraries.

Major problems continue to be a critical shortage of space and shelving and a great reduction in purchasing power because of inflation. The Library needs to purchase a portable video camera/recorder system for campus use, and additional electronic detection system equipment for the rear lobby entrance. Library carpeting and lighting needs to be replaced as soon as funds are available.

SOLINET membership will be very beneficial when it becomes operational, and we are extremely pleased to have been able to join. It will expand our interlibrary loan capability, and through future

and retrospective cataloging, it will allow us to eventually convert our card catalog to machine-readable form for a microfiche or an online catalog and an online circulation system. Our IBM personal computer is enabling us to modernize many of our procedures of library administration.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Office of Continuing Education at Brunswick Junior College serves as the coordinating office for college-sponsored non-credit activities, graduate courses sponsored in Brunswick by Georgia Southern College, and non-credit workshops and training sponsored by the University of Georgia in the Brunswick area. During the 1984-85 program year, the Office of Continuing Education processed a total of 4,341 registrations in 223 non-credit activities sponsored by the College, generating 89,779 contact hours of continuing education instruction and community service. A total of 350 registrations were received in 43 Georgia Southern graduate courses.

The non-credit enrollment totals represent a 1% decrease from 1983-84 figures. Funds generated by non-credit programs were within 1% of the annual projections. (Funds generated include income from Small Business Development Center courses and workshops.)

During the 1984-85 program year, Brunswick Junior College and the University of Georgia completed negotiations which resulted in the establishment of the Coastal Georgia Small Business Development Center (SBDC). Located in the Continuing Education Office, the SBDC provides counseling, literature, and training for small business owners and operators in the region. All SBDC conferences, short courses, and

workshops are listed in the college BULLETIN of non-credit offerings and are co-sponsored with the college and the Chamber of Commerce. Such cooperative efforts should result in a significant increase in numbers of programs and people served through non-credit business programming during the ensuing year.

Further progress was achieved during the past year in the on-going efforts of the Office of Continuing Education and the Division of Vocational-Technical Education to consolidate administrative services related to non-credit programming of the two offices. All instructor contracts, payroll, student registrations, student permanent records, class files, and instructor files for non-credit classes are now initiated and maintained by the Office of Continuing Education with the cooperation of the Division of Vocational-Technical Education.

STUDENT SERVICES

The Office of Student Affairs was reorganized and a new dean was appointed. Several functions previously assigned to this office were reassigned to the office of the Registrar and Director of Admissions, including financial aid and veterans affairs. The new Dean of Student Affairs retained several administrative responsibilities previously assigned to him, including serving as Athletic Director and Development Officer.

In order to relieve the Dean of some of his direct responsibilities, a position of Director of Student Activities and Alumni Affairs was established. This position was filled with a very able person who will assume his duties on September 1, 1985.

Under the new leadership, the student governance was reorganized and a new student constitution was written and approved. The student governance was modified from the Student Life Advisory Council (SLAC) to the more traditional Student Government Association (SGA). Effort was made to encourage and enable students to become more involved in student activities and campus affairs.

Student publications continued to be an outstanding field of endeavor of students and faculty. Seaswells, the faculty-student anthology, for the third year won national acclaim in the highest category having been awarded 950 points out of a possible 1,000 in 1982, 985 points in 1983, and 975 points in 1984, by the judges of the American Scholastic Press Association. This year's edition was also recognized with special merit, and its cover was named "outstanding" in the contest.

Intercollegiate athletics continued to be a focal point of campus activities. The men's basketball team won its second consecutive State Junior College Championship, while the women's tennis team placed second in the State and participated in the national finals. These teams, along with women's basketball and men's tennis, have developed a great deal of cohesiveness on the campus. They are well supported and are generally of very high caliber, both from the standpoint of the performance level as well as the quality of the individual participants. One of the members of the women's tennis team was selected as 1st Team Academic All-American.

In an effort to improve the meeting facilities for students, portions of the Student Center have been refurbished. A meeting room has been converted into an attractive dining room for use by faculty

and students. New outdoor patio furniture has been ordered for the Student Center courtyard area. Space formerly used as a tutorial laboratory is being refurbished and developed into a student lounge and a testing room for use by the counseling staff.

ACCREDITATION STATUS

The college conducted an Institutional Self-Study for reaffirmation of accreditation during 1979-81. This study was completed in the spring of 1981, and a Visiting Committee from the Southern Association of Colleges and Schools was on campus May 3-6, 1981. Following the Report of the Visiting Committee and the institutional response, the college received reaffirmation of accreditation during the annual meeting of the Southern Association in December, 1981.

The Commission on Colleges has notified the institution that the next progress report will be the Fifth Year Report, which is due September 1, 1986.

STATEMENT OF PURPOSE

The Statement of Purpose was revised as a result of the Institutional Self-Study. The following Statement of Purpose has been presented to the Southern Association of Colleges and Schools and was approved by the Board of Regents in December, 1981:

The purpose of Brunswick Junior College is to enrich the lives of the people it serves through educational, recreational, and cultural opportunities. The College, in response to the needs of the community and in keeping with its role as a unit of the University System of Georgia, seeks to promote the individual's pursuit of intellec-

tual inquiry and analytical thinking, his understanding of himself and his world, and his desire for achievement. The college offers courses and programs designed to provide opportunities in five carefully limited areas: two-year associate degree programs to prepare students for transfer to senior colleges and universities; selected career programs designed to prepare students for gainful employment; developmental and remedial work for those who need to strengthen their academic backgrounds; activities and student services; non-credit continuing education courses and community services for both career and personal enhancement.

FISCAL AFFAIRS

Although the enrollment decline resulted in a budget reduction in internal revenue, significant progress was made in restoring operating and equipment budgets this year. Because of the uncertainty of internal revenue, vacancies were examined very carefully, and only absolutely essential positions were filled as vacancies occurred. A reorganization which resulted in the deletion of the Office of Research and Development also created a savings in personal services for the institution.

As a result of these savings in personal services, a special allocation for vocational-technical equipment, and the special allocation for Quality Improvement funds, the total non-personal services expenditures increased 44% over that of fiscal year 1983-84. Operating supplies and expense increased by 18%; total equipment increased by 118%; and travel increased by 66%. Instructional equipment increased by 164% and plant operations operating expense increased by 45%. These last two items were the two most critical areas of concern expressed in last year's annual report, and we are

pleased to have been able to address them even during a tight budget year. The instructional equipment increases were primarily in the area of specialized vocational-technical equipment, computer lab equipment and scientific laboratory equipment. The plant operations increase was mainly in the area of deferred maintenance, including carpet replacement, motor vehicle replacements, and other minor renovations and repairs.

While we were able to cope with the decrease in enrollment in the resident instruction budget through lapsing vacancies and by reorganization, we were not so fortunate in auxiliary enterprises. The reduction in enrollment, particularly on campus, is striking a devastating blow to the bookstore and the snackbar. In fiscal year 1981-82, for instance, net profit in auxiliary enterprises after reserves was \$13,943; while fiscal year 1984-85 resulted in a \$4,653 deficit after reserves. It is clear that adjustments must be made in the operation of these enterprises.

PHYSICAL FACILITIES AND CAMPUS DEVELOPMENT

With the addition of the Vocational/Technical Allied Health Building, the most pressing need in the physical facilities this year was renovations, remodeling, and refurbishing. Although the budget was very tight this year because of a shortfall in internal revenue, care was taken to carefully analyze replacement of any vacant positions, and to address the critical needs in physical plant. Funds were also made available from the Vocational Technical Building Contingency Fund. Several projects completed this year include the following: carpet for the drafting classroom, carpet and new chairs

and tables for the Continuing Education conference room, minor renovation of the Surgical Technology laboratory to accommodate the Tutorial Learning Center in order to meet 501 Handicapp Access requirements, recarpeting of Library entrance, renovation of the old Print Shop area in the Administration Building to accommodate executive offices, renovation of a small group dining room in the Student Center, replacement of the ceiling tile in the Science Lecture Room, addition of sidewalks to the Allied Health Building, extention of the central campus electrical meter to the Plant Operations building, bricking of the facia of the Applied Technology Building, installation of 45,000 square feet of centipede sod around the Allied Health Building, installation of new directional signs, and extention of the sprinkler system. The corridor in the Administration Building was paneled and carpeted, the Print Shop was reorganized and air conditioned, the Nursing laboratory was renovated and individual curtained cubicles arranged for enhancement of this program. A portable stage was purchased for public occasions, an energy management system was begun in the Allied Health Building, plans were finalized for renovation of the Registrar's Office, and the Student Affairs suite of offices in the Student Center is being recarpeted and new furniture purchased for the student lounge. Plans are in progress for replacing the underground hot and cold water lines to the Administration Building and the classroom building and for extending the central plant cold water lines to the Gymnasium.

Of significance to the long-range development of Brunswick Junior College was the resolution passed by both the City and County Commissions to deed to the College the balance of the air park land

which is adjacent to the campus. Although this transfer is not yet complete, the papers are being processed in the State Attorney General's Office and should be completed in the near future. This addition will amount to approximately ninety-seven acres and will bring the total area of the campus to approximately three hundred acres.

Although each of these projects have been relatively small, it has been a busy and productive year for the physical facilities and campus development department.

INSTITUTIONAL RESEARCH AND DEVELOPMENT

With the reorganization of the Administrative Staff, the Office of Institutional Research and Development no longer existed as a separate office. The development function of the office was retained as an extra assignment with the new Dean of Student Affairs. Institutional Research has yet to be reassigned.

The Development Office was involved in the first Annual Fund Drive. Its initial goal was \$100,000 and was exceeded by approximately \$55,000. The total amount of gifts to the College and Foundation through all sources was \$210,400.

Three new endowments were given to the College this year. The Glenn E. Bryant Athletic Endowment for \$50,000, the Joseph and Minnie Borchardt Trust for \$16,684, and the S. Helen Bloodworth Nursing Scholarship Endowment for \$5,000. These gifts brought the total College endowment to slightly over \$365,000.

The Annual Fund Drive provided funding for over 75 scholarships, faculty development funds, and resources for a lyceum program in the

Fall of 1985. It also was responsible for short term grants for non-traditional students. Overall, the Brunswick College Foundation's first fund drive was immensely successfully.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

Significant progress was made in employment of minorities in categories 1 and 2 from fall 1983 to fall 1984. As indicated on the charts which appear in the appendix, one category 1 minority was employed in the Admissions and Registration Office, increasing minority representation to 5.3%, and two (double the 1983 figure) category 2 (faculty) were employed, bringing this minority representation to 8.3%. Minority employment in terms of both numbers and percentages remained relatively constant in categories 3 - 7.

Employment of women, however, did not fare so well during this report period. As indicated on page 10 of the Institutional Statistics, both numbers of female employees and percentage of total employees decreased in all categories except technical and paraprofessional. The most significant reduction was in EEO category 1, in that two resignations were received during the year; and because of budgetary constraints, neither position was filled. These positions were Assistant Director of Continuing Education and Director of Testing and Tutorial Learning Center. Each of these positions have been phased out and the duties assigned to other personnel. In the case of the Director of Testing, the position was changed to Director of Student Activities, Alumni Affairs, and Women's Basketball Coach; in the case of Assistant Director of Continuing Education, the position was deleted.

During the 1984-85 year, all commitments to hiring practices outlined in the Desegregation Plan were followed; however, as of June 30, no additional minorities have been successfully recruited.

Section II

ASSESSMENT OF STRENGTHS, NEEDS,
AND FIVE YEAR PLANS

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
GENERAL STUDIES DIVISION

Strengths	Needs	Five Year Plans
<p>1. Organization which gives unity to the arts and sciences.</p>	<p>1. Market our programs more effectively.</p>	<p>1. Increase the number of prospective students who are exposed to the programs of the Division directly and indirectly.</p> <p>Increase the number of students who enroll in our programs.</p> <p>Implement a comprehensive contact-follow-through process for recruitment for the Division.</p> <p>Schedule family nights for prospective students.</p> <p>Conduct a phon-a-thon to students who have not attended college for one or more quarters.</p>
<p>2. Increase the number of students who persist in our courses and programs.</p>	<p>2. Build support systems which increase student potential for academic success in our courses.</p> <p>Strengthen basic skills through emphasis on these in our courses and through workshops devoted to study skills and time management.</p> <p>Encourage use of academic support systems on campus, e.g., the tutorial, language, accounting and computer laboratories.</p>	<p>2. Build support systems which increase student potential for academic success in our courses.</p> <p>Strengthen basic skills through emphasis on these in our courses and through workshops devoted to study skills and time management.</p> <p>Encourage use of academic support systems on campus, e.g., the tutorial, language, accounting and computer laboratories.</p>

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
 GENERAL STUDIES DIVISION (continued)

Strengths	Needs	Five Year Plans
	3. Develop our programs to meet the needs of the students and to reflect the balance we desire in a liberal arts education.	Extend support systems to off-campus centers.
		Establish a retention program with early warning system.
		Improve admissions and advisor assignment processes.
	3.	Balance our programs by expanding our teaching resources in the fine arts, drama, music, art, and dance.
		Study and recommend needed changes or modifications in programs.
		Expand the Law Enforcement and Criminal Justice Programs to include on-campus and off-campus offerings.
		Maintain quality in off-campus instruction and part-time instruction on campus.
		Promote the Computer Science program as a major and as a component of other areas of concentration.
		Plan and implement "writing across the curriculum."
		Emphasize curricular revision which

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
GENERAL STUDIES DIVISION (continued)

Strengths	Needs	Five Year Plans
4. A well qualified, highly motivated, professional teaching faculty committed to the institution, and the service area of the College.	4. Emphasize faculty development.	4. Implement a faculty development program. Provide for opportunities for re-training for faculty in other academic areas, specifically in sociology and political science.
		reflects a balance of austerity and tradition.
		Examine innovative scheduling to better utilize faculty resources.
		Design a two-year rotational course schedule.
		Emphasize the need for four-year programs.
		Strengthen relationships with the faculty of senior colleges within the System.
		Continue to engage in scholarly publication.
		Continue to participate actively in professional organizations.
		Engage in research.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
 GENERAL STUDIES DIVISION (continued)

Strengths	Needs	Five Year Plans
5. Emphasize excellence in teaching.	5.	Emphasize personalized instruction.
		Relate course syllabi and content to the Department goals of the SCGI.
		Demonstrate effectiveness of instruction, i.e., outcomes assessments.
		Reinstate full-time faculty for the areas of Political Science, Sociology, Criminal Justice, and English.
		Bring our science, computer, writing, language and accounting laboratories up to adequate levels with equipment to meet the needs of our students.
		Seek grant money to strengthen our academic programs.
6. Support extracurricular student activities.	6.	Continue to support campus extracurricular activities.
		Continue to sponsor clubs, organizations and/or student activities.
7. Support the institution.	7.	Continue to accept difficult or time-consuming assignments on committees, in academic advisement, etc.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
GENERAL STUDIES DIVISION (continued)

Strengths	Needs	Five Year Plans
		<p data-bbox="518 134 614 714">Continue to serve the Brunswick community in areas related to the instructor's professional competence.</p> <p data-bbox="638 196 734 714">Continue to offer courses through Continuing Education for the community.</p> <p data-bbox="758 93 829 714">Plan and implement a summer enrichment program for prospective students.</p>

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
SPECIAL PROGRAMS DIVISION
Department of Developmental Studies

Strengths	Needs	Five Year Plans
1. Qualified full-time faculty.	1. Extensive use of part-time and cross-over faculty.	1. Continuing faculty development activities.
2. Retention rate of students.	2. Inadequate staffing.	2. Regularly scheduled departmental meetings.
3. Success of students (3 former students recognized on Honors Day started as developmental students - Most Improved Student, Humanities Dept.; the Outstanding Student of Physical Education Dept.; LPN Student on Dean's List; also former developmental studies students won First Prize in Literary Contest, sponsored by Humanities Department).	3. Lack of variety in teaching methods and materials to complement student needs.	3. More in-class visitations for supervision of instruction.
4. Curriculum revision.	4. Atmosphere and equipment in Reading Lab.	4. More guidance and follow-up on faculty goals related to teaching.
5. Grading policy changes.		5. Training of faculty in use of computer assisted instruction.
6. Articulation of mathematics.		
7. Follow-up on students.		
8. Regularly scheduled conferences with students.		
9. Improvements taking place in instruction.		
10. Creation of attractive brochure.		

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
SPECIAL PROGRAMS DIVISION
Department of Health, Physical Education and Recreation

Strengths	Needs	Five Year Plans
1. Expertise of faculty in health and fitness, first aid and aquatics.	1. Professional growth and development in teaching areas.	1. Development of new courses to keep up with trends in health, fitness, and sports.
2. Emphasis on life-long recreation and fitness.	2. Course syllabi need reviewing and updating.	2. Improve equipment base in these areas.
3. Variety of course offerings.	3. Need for new courses to keep offering current and to meet needs of adults and community agencies interested in fitness classes on site.	3. Exploration of certification areas for faculty in HPER.
4. Example of fitness by several faculty.	4. Some faculty need development in teaching areas.	4. Increase professional growth and development in teaching areas.
5. Contribution of faculty through institutional and community service.	5. Some faculty need development in teaching areas.	5. Revision of syllabi.
6. Professional growth activities of department head.		

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
SPECIAL PROGRAMS DIVISION
Department of Nursing

Strengths	Needs	Five Year Plans
1. Dedication of the faculty to the program and to the students and the students' success.	1. Marginal State Board examination success rate for 1984-85.	1. To implement the new curriculum: a. to expand preceptor program b. to develop bridge course for LPNs c. to continue development of second year courses d. to modify/revise first year courses e. to develop test bank
2. Revised curriculum.	2. Continuing education and professional development.	
3. Mature students (the majority are adult learners) who are well motivated.	3. Computer literacy and utilization.	
4. Nursing laboratory as an instructional and resource center.	4. Lack of bridge course for LPN applicants and of electives in the nursing curriculum.	2. To develop computer literacy for utilization in program.
5. Relationship with community agencies.	5. Lack of admissions criteria and continuation criteria.	3. To develop department brochure.
6. Preceptor program.	6. Lack of advanced detailed organization of the workload for the department.	4. To continue college lab development.
7. Program evaluation plan.	7. Lack of written guidelines, policies, procedures for events such as pinning, Honors Day Awards, etc.	5. To write NLN Self-Study.
8. Orientation and advisement programs.	8. Continued disharmony within the department which is disruptive to working relationships, efficient use of time, and development of a cohesive program.	6. To increase continuing education efforts in teaching/clinical area.
9. Strong State Board evaluation.	9. Lack of stated long range plans.	7. To increase professional development activities. 8. To improve results on State Board examination. 9. To write admissions and continuation criteria and to gain necessary approvals for implementation.
		10. To develop detailed organizational plan for distribution of workload; and in

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
SPECIAL PROGRAMS DIVISION
Department of Nursing (Continued)

Strengths	Needs	Five Year Plans
		conjunction with this plan, develop a calendar of due dates, events, etc.
		11. To write policies, procedures, guidelines for events such as pinning, Honors Day Awards, capping, etc.
		12. To develop long range goals and objectives for the department including detailed recruitment program. 4
		13. To address the causes of the disharmony within the department and to resolve the problem.
		14. To build on the strengths of the faculty and to recognize and reward these strengths.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
VOCATIONAL/TECHNICAL DIVISION

Strengths	Needs	Five Year Plans
<ol style="list-style-type: none"> 1. Quick response to change job market. a. Discontinuation of weak enrollment programs. b. Expansion of Electronics to associate degree. c. Inclusion of new Culinary Management program under Marketing & Management. 	<ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. Drafting & Design program was temporarily discontinued but craft advisory committee believes a need still exists. b. Will require more equipment and faculty. c. Will require additional faculty. 2. Several programs continue to have weak enrollment. 3. The expanded electronics program needs additional instructional space. 	<ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. Reinstitute Drafting and Design with new computer-aided drafting component. b. A large share of new equipment money will be earmarked for electronics program. Add one faculty position. c. One half of a new faculty position will be added in 1985-86. This will be expanded to full-time during the next five years if enrollment justifies. 2. Continued expansion of use of personal contact. Assistance of craft committees, news releases, telephone contact. 3. Convert old HVAC lab to serve as an expansion of electronics lab.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
 VOCATIONAL/TECHNICAL DIVISION (continued)

Strengths	Needs	Five Year Plans
<p>4. Instructional equipment. New equipment. Money associated with the Allied Health Center has permitted instructional equipment updating.</p>	<p>4. The electronics expansion to a two-year program will require additional equipment. Secretarial Science needs updated word processing equipment.</p>	<p>4. A relatively large proportion of equipment money will be earmarked for electronics during the next several years. Normal equipment budget will allow addition of new equipment.</p>
<p>5. Placement statistics.</p>	<p>5. Continue to strengthen the placement of graduates. Further utilization of Career Development Center to emphasize career opportunities. Strengthen co-op program and expand into other fields.</p>	<p>5. Administration will work closely with local industry in placement of graduates. Work more closely with General Advisory Committee, Industrial Development, and Chamber of Commerce.</p>
<p>6. Cooperation with industries in obtaining materials, supplies, and equipment.</p>	<p>6. Provide additional supplies and resources for high cost programs.</p>	<p>6. Seek additional contributing industry. Encourage participation in the Technical program.</p>
<p>7. Increase staff development activities.</p>	<p>7. Provide staff development in the areas of planning, evaluation, and advisory committees.</p>	<p>7. Utilize a quality circle approach in addressing staff training needs. Utilize expertise of faculty and administrative staff. Secure college, university, state staff and others in providing staff development activities.</p>

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
LIBRARY

Strengths	Needs	Five Year Plans
1. Competent, courteous staff.	1. Additional space in periodicals area.	1. Purchase of additional equipment for our electronic theft detection system and the opening of an exit to the student parking lot. This would cost approximately \$14,000 and some renovation of the existing building.
2. Well-organized, well-selected collection.	2. Better lighting in the reading area.	
3. Modern, attractive facility in most respects.	3. Enclosed classroom for library orientation.	
4. Good administrative support.	4. Greater percentage of E & G budget to help offset inflation.	2. Begin consideration of a building expansion for periodicals and audio-visuals.
5. Rapid ordering and processing system.	5. Additional video players, monitors, and recording equipment.	3. Replace worn-out video and other audio-visual and library equipment.
6. Excellent interlibrary cooperation through South Georgia Associated Libraries, Glynn County Library Council and other sources.	6. Replacement of torn and worn carpeting.	4. Increase usage of video studio.
		5. Install built-in audio-visual equipment in existing learning carrels.
		6. Install coin-operated computer terminals for student use.
		7. Renovation of reading area.
		8. Develop library holdings catalog on microfiche through retrospective conversion of cataloging to machine-readable form.
		9. Develop an online circulation system.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
DATA PROCESSING

Strengths	Needs	Five Year Plans
<ol style="list-style-type: none"> 1. Administrative support for system improvement. 2. Faculty support for system improvement. 3. Sufficient hardware installed or planned to support minimum requirements of most administrative and instructional functions. Most administrative offices now are provided with computer access. 	<ol style="list-style-type: none"> 1. An additional position for a full-time programmer. The administrative data base and associated software require complete restructuring to become more user-oriented and to provide better utilization. 2. Improved physical plant facilities for computer layout and programmer activities. 3. Communication facilities to provide access from other points on campus. 4. Training for new and current computer users on an in-service basis. Sessions could be scheduled for group/individual participation on usage, interfaces, advice, and consultation concerning hardware and software. 	<ol style="list-style-type: none"> 1. Develop the Administrative Data Processing system to the extent that it can be more fully opened to the entire campus for research and study projects. 2. Continue development of on-line system with capability for query, update, on-line registration, Financial Aid, advisement, and Continuing Education. 3. Continue development for Library use in automated cataloging. 4. Expansion of existing Student Records system to allow access by department heads and other administrative officials. 5. Develop procedures and computer access for central stores inventory, procurement, and receiving.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
FISCAL OPERATIONS

Strengths	Needs	Five Year Plans
1. Dedicated staff.	1. Automated Financial Aid System integrated with Financial Accounting System.	1. Develop office procedures manual.
2. Participation with the University System Financial Accounting and ability to use other programs developed System-wide.		2. Maintain central stores perpetual inventory on computer.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
AUXILIARY ENTERPRISES

Strengths	Needs	Five Year Plans
1. Dedicated staff.	1. Larger refrigeration areas. 2. Enhanced dining atmosphere.	1. Enlarge refrigeration area. 2. Increase profit margin in the snack bar.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
PLANT OPERATIONS

Strengths	Needs	Five Year Plans
1. Good basic design of campus and buildings.	1. Storage facility.	1. Continue campus development.
2. Relatively low maintenance landscape plan.	2. Engineer to cope with older plant and more complicated management of heating and cooling plant.	2. Obtain funding for Fine Arts facility.
	3. Rehabilitation funds to deal with deferred maintenance problems.	3. Develop incentive and training programs for unskilled labor.
	4. Rehabilitation funds to up-grade lecture rooms on campus to more nearly suit needs of campus.	4. Implement energy management system.
	5. Upgrading of heating and cooling system to improve energy efficiency and improve distribution system.	
	6. Additional facilities for Fine Arts.	
	7. Additional funding for supplies, utilities, and equipment.	
	8. Energy Audit and implementation of cost savings retrofit for energy.	

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
REGISTRAR AND ADMISSIONS

Strengths	Needs	Five Year Plans
1. Dedicated and well-trained personnel.	1. Total physical renovation of the office area (should be completed this fall; funds approved).	1. Increase enrollment to minimum of 2,000 with aid of academic expansion and innovative planning.
2. Excellent working relationship with faculty and administration.	2. Increase vault/storage space.	2. Extend recruiting efforts throughout the immediate service area and regional areas.
3. Employment of full-time recruitment and assistant admissions administrator.	3. An advertising budget.	3. Increase off-campus and non-traditional programs.
4. Computerized terminals and printer for records storage and retrieval.		4. Improve public relations efforts in recruitment.
5. On-line registration and computerization of record keeping.		
6. Incorporation of Financial Aid, Scholarship Program, and Veteran's Certification in this office.		

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
FINANCIAL AID

Strengths	Needs	Five Year Plans
1. Addition of full-time person to Financial Aid staff.	1. Additional scholarship money for athletes.	1. Computer assistance in compiling data for reports.
2. Computer assistance and processing of CWSP payroll, grant expenditures, and scholarship disbursements.	2. Less rigid technical audit requirements.	
3. New Federal regulations' allowance for more flexibility in deobligating and transferring funds.	3. More consistency in regulations governing disbursements of aid.	
4. Voucher system to monitor student repayment.	4. One operations manual and one set of guidelines for audits.	
5. Community, faculty, and College Foundation support of the scholarship program.	5. Fewer regulations restricting the professional judgment of the Aid Officer.	
6. Cooperation of Business Office, Registrar's Office, and members of the faculty, and staff that supervise CWSP personnel.		
7. Purchase of M-Data hard and software to compute need analysis and SAR validations.		

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
STUDENT ACTIVITIES

Strengths	Needs	Five Year Plans
<ol style="list-style-type: none"> 1. Reorganization of Student Affairs Office. 2. Hiring of new Student Activities Director and Alumni Affairs. 3. Development of new services such as Job Placement and Career Evaluation. 4. Increased capability for student activities by increasing activity and athletic budgets. 5. Reorganization of Student Government Association. 	<ol style="list-style-type: none"> 1. Development of active Alumni Association. 2. Greater faculty involvement in student activities. 3. Development of a more accurate information retrieval system. 4. Creation of a more comprehensive orientation system for students. 	<ol style="list-style-type: none"> 1. Renovation of entire Student Center. 2. Provide on-campus housing for students.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
COUNSELING, TESTING, AND PLACEMENT

Strengths	Needs	Five Year Plans
1. Pre-College Career Interest and Aptitude Assessment for high school and non-traditional students.	1. Small group testing and counseling area.	1. In-house and community counseling workshops.
2. Addition of student classification on placement forms to expedite counselor referral.	2. Career Resource Library housed in the Office of Student Affairs.	2. Counseling out-reach service to community agencies and businesses.
3. Location of Singer and Valpar units in individual Vocational/Technical classrooms.	3. Computer-based career information system.	
4. Standing availability of counseling and career planning services for persons not currently enrolled.	4. Extension of Job Placement Service.	
	5. Initiation of College Career Day.	
	6. On-going re-entry counseling of probationary and suspended students.	

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
TUTORIAL LABORATORY

Strengths	Needs	Five Year Plans
1. Administrative, faculty, and student support of the program.	1. Directed placement of students who need tutorial services.	1. More intensive effort to get community participation.
2. Qualified professional staff.	2. More qualified para-professionals, student tutors, or volunteer faculty.	2. Computerized individual instruction.
3. Adequate and functional physical facilities.	3. Better dissemination of information by faculty concerning services offered to students.	3. Comprehensive statistical study to show effects of program.
4. Detailed student records and reports of usage.	4. Study Skills course to promote retention.	4. Upon procurement of adequate personnel, the addition of short courses and workshops in selected areas.
5. Success in accomplishing objectives.	5. Implementation of Counseling Center Orientation course proposal.	
6. Diversity of tutorial programs and materials.	6. Computer hard and software.	

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
 INSTITUTIONAL RESEARCH, DEVELOPMENT AND ALUMNI AFFAIRS

Strengths	Needs	Five Year Plans
1. Strong support from Foundation.	1. Public relations and assistant development officer.	1. Continue annual fund drive.
2. Capability of assessing community support.	2. Full computerization of mail-outs and maintenance of all records.	2. Enlargement of intercollegiate athletic program to include baseball and golf.
3. Implementation of successful Annual Fund Drive.	3. Establishment of quarterly Foundation meetings.	3. Develop a fully functional alumni association.
4. Development of strong community support.		4. Establish deferred and planned giving programs.
		5. Develop capital fund drive to finance construction of a dormitory.
		6. Re-evaluate College and Foundation relationship.

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
CONTINUING EDUCATION

Strengths	Needs	Five Year Plans
<p>1. Registrations in Continuing Education Programs continue to exceed 4,500 annually.</p>	<p>1. New transitional non-credit programs are needed to attract previously unserved populations to the credit program (i.e. displaced homemakers, academically disadvantaged).</p>	<p>1. Transitional non-credit programs for women and remedial programs for the junior/senior high academically disadvantaged will be implemented in 1985-86.</p>
<p>2. Programming trends indicate continued growth in short-term, non-credit conferences and workshops as continuing education requirements within the professions increase.</p>	<p>1.1 Additional multi-purpose conference facilities needed.</p> <p>2. More local continuing education programming is needed to meet continuing education requirements in the professions.</p>	<p>1.1 Additional multi-purpose conference facilities are addressed in the Future Planning document of the College.</p> <p>2. Work will continue during the next two years on establishing advisory committees for selected professional areas and creating a series of continuing education activities to meet expressed needs and re-certification requirements of those professions.</p>
<p>3. Computer terminals and printers have been placed in the major administrative offices of the college.</p>	<p>3. Registration, permanent records, and other Continuing Education Office procedures have been adapted to a format appropriate for computer input, but Data Processing staff have not yet completed the required computer programs.</p>	<p>3. The Data Processing staff will complete continuing education registration, permanent records, mailing list, and other related computer programs for computerization of Continuing Education Office functions by December, 1985.</p>

ASSESSMENT OF STRENGTHS, NEEDS, AND FIVE YEAR PLANS OF
CONTINUING EDUCATION (continued)

Strengths	Needs	Five Year Plans
4. College now has two micro-computer laboratories equipped with IBM personal computers.	4. Non-credit course offerings dealing with practical applications of computer technology need to be expanded as consumer needs grow. Current software holdings will need to be expanded as new programs develop.	4. Based upon a continuing survey of additional non-credit microcomputer courses will be designed as needed over the next two years and related software acquired for use in instruction.

Section III

INSTITUTIONAL STATISTICS

MINORITY EMPLOYMENT BY EEO CATEGORIES
FALL 1983 AND FALL 1984

EEO Category	NUMBER EMPLOYED			
	<u>Fall 1983</u>		<u>Fall 1984</u>	
	No.	% of Category	No.	% of Category
Executive Administrative				
Managerial	0	-	1	5.3
Faculty	2	4.1	4	8.3
Professional Non-Faculty	1	25.0	1	25.0
Secretarial Clerical	2	8.3	2	8.3
Technical Paraprofessional	1	20.0	1	20.0
Skilled Craft	0	-	0	-
Service Maintenance	9	45.0	9	47.4
 Total Minority Employment	 15		 18	

FEMALE EMPLOYMENT BY EEO CATEGORIES
FALL 1983 AND FALL 1984

EEO Category	NUMBER EMPLOYED			
	<u>Fall 1983</u>		<u>Fall 1984</u>	
	No.	% of Category	No.	% of Category
Executive Administrative				
Managerial	5	25.0	3	15.8
Faculty	25	51.0	24	50.0
Professional Non-Faculty	3	75.0	3	75.0
Secretarial Clerical	23	95.8	22	91.7
Technical Paraprofessional	4	80.0	4	80.0
Skilled Craft	0	-	0	-
Service Maintenance	3	15.0	2	10.5
 Total Female Employment	 63		 58	

FALL QUARTER MINORITY ENROLLMENT

1982 - 1984

Fall Quarter	Number	% of Total Enrollment
1982	228	18.2
1983	229	17.5
1984	287	23.1

MINORITY GRADUATES

1983 - 1985

Year	Certificate	Associate	Bachelor	Master's	Total	% of Total
1983	15	11	-	-	36	13.3
1984	18	12	-	-	30	12.0
1985	28	6	-	-	34	16.5

Brunswick Junior College

Institution

E. Frederick Griffith, Jr.

Person Preparing

DEGREES AND CERTIFICATES CONFERRED
Summer 1984 — Spring 1985

DEGREE OR CERTIFICATE PROGRAM/ MAJOR	Number Conferred
Associate of Arts Core Curriculum (24000000)	2
Associate of Applied Science with majors in: Inhalation Therapy (17081800) Indust. Electricity & Electronics (47010500)	1 1
Associate of Science with majors in: Marketing & Management (06140100) Accounting (07010100) Data Processing (07030100) Secretarial Science (07060100) Drafting & Design Tech (15020200) Radiologic Technology (17020900) Medical Laboratory Technology (17030900) Nursing (18110100)	9 6 7 6 2 8 4 31
Associate of Science Core Curriculum (24000000)	45
One Year Certificate with majors in: Data Processing (07030100) Secretarial Science (07060100) Drafting (15020200) Surgical Technology (17021100) Practical Nursing (17060500) Inhalation Therapy (17081800) Law Enforcement (43010700) Indust. Electricity & Electronics (47010500) Heating, Ventilation & Air Conditioning (47020100) Automobile Mechanics (47060400) Machine Shop (48050300) Welding (48050400)	9 9 2 9 25 4 1 4 11 5 1 4
DEGREES CERTIFICATES	122 84
TOTAL	206

SUMMARY OF GRANTS, CONTRACTS, AND GIFTS FOR PROGRAMS OF INSTRUCTION, RESEARCH, AND PUBLIC SERVICE For Fiscal Year Ending June 30, 1985		Brunswick Junior College Institution Faye H. Barber Person Preparing	
Institutional Department or Unit Receiving Award	Type*	Description Title/Granting Agency	Amount of Award
Continuing Education	PS	Georgia Endowment for the Humanities	\$ 5,200
Nursing Department	I	Brunswick College Foundation (Glynn-Brunswick Memorial Hospital) - Laboratory Assistants	18,000
Academic Dean	I	Brunswick College Foundation - Faculty Development	5,000
		Sub-total Instruction	23,000
		Sub-total Public Service	<u>5,200</u>
		Total for the Institution for FY 85	\$28,200

* I = Instruction R = Research PS = Public Service

Brunswick Junior College
 Institution
 Morgan L. Stapleton
 Person Preparing

FACULTY PROFILE -- TOTAL FACULTY
 (Includes All Persons Who Hold Academic Rank)
 AS OF JUNE 30, 1985

CATEGORIES

	Full-Time Teaching Faculty	Research Faculty	General Administrators	Academic Administrators	Public Service	Librarians	Counselors	On Leave	Part-Time Faculty*	Other (Append Definition)	Total
DISTRIBUTION BY RANK											
Professor	2			2							4
Associate Professor	11		1	1							13
Assistant Professor	16			2	1	2	1				22
Instructor	15		4			1	1		1		22
Lecturer			5#	5	1	3	2		1		11
Total	44								2		62
DISTRIBUTION BY HIGHEST DEGREE											
Doctorate	14		2	4	1						21
First Professional**											
Education Specialist/Masters	22		2	1		3	2		1		31
Baccalaureate	2		3								5
Other	6								1		7
Total	44		7	5	1	3	2		2		64
DISTRIBUTION BY RACE AND SEX											
Black (Non-Hispanic)	M 4	F 1	M 1	F 1	M 1	F 1	M 1	F 1	M 1	F 1	6
American Indian or Alaskan Native											
Asian or Pacific Islander											
Hispanic											
White (Non-Hispanic)	22	18	5	1	4	1	1	1	1	1	58
Total	22	22	6	1	4	1	1	1	1	1	64

*Includes only those part-time faculty (those who are less than .75 EFT) who are on an academic year contract; does not include part-time faculty who are hired on a per course, per quarter basis as needed.

**Includes M.D., J.D., D.V.M., D.D.S.

#President and Industrial Coordinator do not have faculty rank, thus they are not included in "Distribution by Rank," but are included in "Distribution by Highest Degree" and "Distribution by Race and Sex."

Note: Three are not included in these totals:

- (1) President, (2) Industrial Coord.,
 - (3) Lecturer in Art. Lecturer in SUPPLEMENTARY TENURE AND RANK DATA
- Art is a NTT position, but no category for him is provided on this form.

Brunswick Junior College
 Institution
 Morgan L. Stapleton
 Person Preparing

I. BY FACULTY CATEGORY

TENURED FACULTY ACADEMIC RANK	Full-Time Teaching Faculty	Research Faculty	General Administrators		Academic Administrators	Public Service	Librarians		Counselors	On Leave	Part-Time Faculty	Other (Append Definition)	Total
			Male	Female			Male	Female					
Professor	2				1								3
Associate Professor	9		1										10
Assistant Professor	7												7
Total	18		1		1								20

II. BY RACE AND SEX

TENURED FACULTY ACADEMIC RANK	Black (Non-Hispanic)		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White (Non-Hispanic)		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Professor									1	2	3
Associate Professor	1								8	1	10
Assistant Professor	1								4	2	7
Total	2								13	5	20
NON-TENURED/ON TRACK											
ACADEMIC RANK											
Professor											
Associate Professor									1	1	2
Assistant Professor									3	1	4
Instructor										4	4
Lecturer											
Total									4	6	10
NON-TENURE TRACK											
ACADEMIC RANK											
Professor											
Associate Professor									1		1
Assistant Professor									1		1
Instructor	1	3							7	4	11
Total	1	3							7	7	18
									16	11	31

**UNIVERSITY SYSTEM OF GEORGIA
LIBRARY SURVEY
1984-1985**

<p>Name and mailing address of institution</p> <p>Brunswick Junior College Altama at Fourth Street Brunswick, GA 31523-5101</p>	<p>Name, title, telephone number of respondent</p> <p>J. Allen Spivey Head Librarian (912) 264-7270 GIST 365-7270</p>
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PART I — COLLECTION DATA

	Held 6/30/84	Added 7/1/84 to 6/30/85	Deleted 7/1/84 to 6/30/85	Held 6/30/85
A. PRINT				
1. Number of bound volumes	49,600	1,155	777	49,978
2. Number of current periodical titles received	529	24	23	530
3. Separate government documents	--	--	--	--
4. Microfilm units	7,595	68	11	7,652
5. Microfiche units	33,063	7,211	197	40,077
6. Other microform units	--	--	--	--
B. NON-PRINT				
1. Cartographic units	1*	0	0	1
2. Graphic units	248*	0	0	248
3. Audio units	916*	0	0	916
4. Film units	686*	3	0	689
5. Video units	0	5	0	5
6. Multimedia kits	534*	10	0	544
7. Three-dimensional units	6*	0	0	6
C. OTHER				
1. Separate manuscript/archival collections (linear feet)	29	1	0	30
2. Machine-readable units	0	0	0	0

PART II — STAFF DATA

	Full-time Persons		Part-time Persons		
	a. Full-time (whole numbers)	b. Salaries (whole dollars)	c. Part-time (whole numbers)	d. Part-time (eft)	e. Salaries (whole dollars)
A. REGULAR					
1. Librarians (include chief, deputy, assistant, and all other librarians)	2		1	.5	
2. Other professional staff on the library budget (media specialists, subject bibliographers, analysts)	1				
3. Para-Professional (undergraduate degree in library science or undergraduate)	2				
4. Technical, clerical, and other supporting staff on the library budget	2				
5. Totals	7		1	.5	
6. Total Salaries (II.A.5.b. + II.A.5.e.)					140,520

*Correction from last report

PART II — STAFF DATA (Continued)		
B. STUDENTS AND OTHER	a.	b.
	Number of hours served for the year 1984 to 1985	Wages of students serving on an hourly basis
1. Students (Library budgeted)	405	1,358
2. Students (Work study, grants, other)	1,115	--
3. Volunteers	5	
4. Total Wages (II.B.1.b. + II.B.2.b.)		1,358
C. Total Staff Salary And Wage Expenditures (II.A.6 + II.B.4)		141,878
PART III — LIBRARY EXPENDITURE DATA		
A. COLLECTION DEVELOPMENT	Amount (whole dollars)	
1. Books	22,181	
2. Periodicals	18,315	
3. Microforms	13,311	
4. Binding	1,252	
5. Non-print materials	4,279	
6. Other	--	
7. Total (III.A.1. through III.A.6.)	59,338	
B. OPERATING AND OTHER		
1. Travel	1,193	
2. Rents	1,164	
3. Capital outlay (equipment)	14,332	
4. All other (including processing costs)	18,411	
5. Total (III.B.1. through III.B.4.)	35,100	
C. TOTAL STAFF SALARY AND WAGE EXPENDITURES (II.C.)	141,878	
D. TOTAL LIBRARY EXPENDITURES (III.A.7. + III.B.5. + III.C.)	236,316	
PART IV — STATISTICS		
	Whole Dollars or Real Numbers	
A. INSTITUTIONAL E & G EXPENDITURES, July 1, 1984 - June 30, 1985	4,860,502	
B. LIBRARY EXPENDITURES (III.D.)	236,316	
C. INSTITUTIONAL EFT, Fall Quarter, 1984	914	
D. PERCENTAGE: Library Expenditures ÷ Institutional E & G (IV.B. ÷ IV.A.)	4.86	
E.-PERCENTAGE: Collection Development Expenditures ÷ EFT (III.A.7. ÷ IV.C.) \$ per EFT	64.92	
F.-PERCENTAGE: Total Staff Expenditures ÷ EFT (III.C. ÷ IV.C.) \$ per EFT	155.23	
G.-PERCENTAGE: Total Library Expenditures ÷ EFT (III.D. ÷ IV.C.) \$ per EFT	258.55	
PART V — DEVELOPMENT AREAS		
A. CIRCULATION		
1. Circulation of materials, equipment, to library users	Number	
a. Circulation of materials outside library (exclude reserves, transactions by dial access, and interlibrary loan)	9,925	
b. Circulation of media (films, filmstrips, kits, videotapes, audio recordings, etc.)	354	
c. Circulation of Audiovisual equipment (includes pickup by faculty and students)	19,262	
d. Circulation of reserve material	1,991	
e. Circulation of computer software units	--	
f. Circulation of computer hardware units	--	
2. Are individuals not directly associated with the institution permitted unrestricted borrowing privileges? (Yes or No)	no	

PART V — DEVELOPMENT AREAS (Continued)	
B. INTERLIBRARY LOANS	Number
1. Number of items in original and reproduced format	
a. Provided to other libraries	93
b. Received from other libraries	54
2. Number loaned outside Georgia	1
3. Number loaned to University System libraries	69
4. Number loaned to other Georgia libraries	23
C. NUMBER OF DATA BASE SEARCHES PERFORMED	
D. HOURS OF OPERATION	
1. Total hours open per typical week	68
2. Total weekday nights open	4
3. Total hours open Saturday	-
4. Total hours open Sunday	5
E. PARTICIPATION IN/WITH COOPERATIVES, CONSORTIA, NETWORKS, OR COMMERCIAL DATA BASE VENDORS	
1. List the names of consortia, cooperatives, and networks to which this library belongs or participates:	
<u>South Georgia Associated Libraries</u>	
<u>Glynn County Library Council</u>	

2. List the names of commercial, on-line data based vendors which the library employs (exclude microform bases such as magazine traders):	

MINORITY EMPLOYEES BY EEO CATEGORIES

	BLACK EMPLOYEES 10/82*	PERSONNEL ACTIONS 1983-84	PERSONNEL ACTIONS 1984-85	BLACK EMPLOYEES JUNE 30, 1985
EEO-1 (Exe/Admin/Man) Ph.D. Level				
All Others		+1		1
EEO-2 (Faculty) Ph.D. Level				
All Others	3	+1 -1	+1	4
EEO-3 (Prof Non Fac) Ph.D. Level				
All Others	1	0		1
EEO-4 (Sec/Cler)	2	0		2
EEO-5 (Tech/Paraprof)	1	0		1
EEO-6 (Skilled Crafts)	0	0		0
EEO-7 (Serv/Main)	11	-2	+1 -1	9

*as appears in the Addendum to the Desegregation Plan

NUMBER OF CLASSES IN
EACH SIZE CATEGORY

	Size of Class				
	1-9	10-20	21-30	31-40	Over 40
Number of Class Sections Regular Session	38	179	127	53	6
Number of Class Sections Summer Session	9	50	17	3	1
TOTAL	47	229	144	56	7

AVERAGE SIZE OF CLASSES

Quarter	Number of Classes	Average Class Size
Summer	80	16.5
Fall	140	21.6
Winter	131	21.1
Spring	132	18.6

In certain instances, several sections have been combined in these data to represent one section. In particular, sections in which an instructor is listed as teaching several courses concurrently by individualized instruction are combined to reflect the actual number of students he or she taught during that period.

STUDENT PERFORMANCE ON REGENTS' TEST

1984 - 1985

Percentage of Students Completing
Regents Testing Program Requirements

Quarter	1st Time Examinees	Repeaters	
		Only Those Attempting to Complete Requirements	Total of Repeaters Tested This Quarter
Summer	73.68	75.00	66.67
Fall	68.75	50.00	44.44
Winter	75.76	25.00	21.43
Spring	83.33	55.56	45.45

QUARTERLY TEST ADMINISTRATION STATISTICS

Test	Summer 1984	Fall 1984	Winter 1985	Spring 1985
SAT	121	100	41	26
BSE	392	206	117	55
CPPT	15	8	2	--
CLEP	11	6	4	6
SVIB	13	2	8	5
NTE	--	--	7	--
Other	--	9	--	3

STUDENT FINANCIAL AID

1984 - 1985

Category of Financial Aid	No. of Students	Aid Amount
<u>SCHOLARSHIPS</u>		
Foundation, Clubs, Other	122	\$100,364
Regents	4	2,000
Georgia Incentive	112	27,825
<u>LOANS</u>		
Short Term	14	1,934
GSL	101	179,280
State Nursing	25	34,175
Federal Nursing	3	4,000
<u>WORKSHIPS</u>		
College Work-Study	65	41,590
Student Assistant	38	13,936
<u>GRANTS</u>		
SEOG	45	22,136
BEOG	321	285,515
Vocational Rehabilitation	10	4,155
<u>TOTAL</u>	860	\$716,910

STUDENT INTERVIEW INVENTORY
(By Student Affairs Counseling Personnel)

CATEGORY	SUMMER 1984	FALL 1984	WINTER 1985	SPRING 1985
Placement	108	353	183	161
Academic	42	33	22	36
Personal	18	24	31	49
Career	78	64	119	127

ACADEMIC EXCLUSIONS

1984 - 1985

Quarter	Number
Summer 1984	17
Fall 1984	8
Winter 1985	13
Spring 1985	12

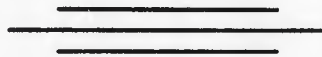
Section IV

FINANCIAL REPORT

Brunswick Junior College

FINANCIAL REPORT

For the Year Ended
June 30, 1985



BRUNSWICK JUNIOR COLLEGE

Brunswick, Georgia

John W. Teel
President

Faye Barber
Comptroller

BRUNSWICK JUNIOR COLLEGE

BALANCE SHEET

June 30, 1985

With Comparative Figures at June 30, 1984

	A S S E T S		L I A B I L I T I E S A N D F U N D B A L A N C E S	
	1985	1984	1985	1984
CURRENT FUNDS				
Resident Instruction Funds				
Petty Cash	\$ 1,000.00	\$ 1,000.00	\$ 99,181.04	\$ 53,794.46
Cash in Banks - Demand Deposits	204,249.52	161,292.26	107,978.45	118,070.70
Receivables - Other	5,191.41	12,709.20	21,000.00	21,000.00
Prepaid Items	626.00	2,463.00	2,195.84	2,795.36
Stores Inventories	19,288.40	18,196.06		
Fund Balance - Unallocated	230,355.33	195,660.52	230,355.33	195,660.52
Total Resident Instruction Funds				
Restricted Funds				
Cash in Banks - Demand Deposits	(28,973.65)	(65,134.54)	3,098.45	2,374.63
Receivables	86.44	28,664.29		
State Funds	31,844.15	38,458.29		
Local Funds		386.59		
Private Funds	141.51			
Fund Balance	3,098.45	2,374.63	3,098.45	2,374.63
Total Restricted Funds				
Auxiliary Enterprises Funds				
Petty Cash	400.00	400.00	77,703.35	72,458.78
Cash in Banks - Demand Deposits	(2,929.31)	3,563.04	143,475.07	146,307.37
Cash in Banks - Time Deposits	100,000.00	100,000.00	4,597.05	10,066.76
Receivables			(5,046.93)	7,386.76
Student Accounts				
Other	12,808.90	3,279.80		
Inventory - Merchandise for Resale	77,703.35	11,772.45		
Investments	32,745.60	72,458.78		
Fund Balance	220,728.54	236,219.67	220,728.54	236,219.67
Total Auxiliary Enterprises Funds				
TOTAL CURRENT FUNDS	\$ 454,182.32	\$ 434,254.82	\$ 454,182.32	\$ 434,254.82
LOAN FUNDS				
Fund Balances	\$ 6,002.18	\$ 14,089.32	\$ 5,086.61	\$ 7,724.37
National Direct Student Loans	34,500.00	26,000.00	58,570.00	57,635.62
Other Loan Funds	23,154.43	25,270.67		
Privately Funded Loan Programs				
TOTAL LOAN FUNDS	\$ 63,656.61	\$ 65,359.99	\$ 63,656.61	\$ 65,359.99

BRUNSWICK JUNIOR COLLEGE

BALANCE SHEET
June 30, 1985

With Comparative Figures at June 30, 1984

	A S S E T S		L I A B I L I T I E S A N D F U N D B A L A N C E S	
	1985	1984	1985	1984
ENDOWMENT FUNDS				
Cash in Banks - Demand Deposits	\$ 472.85	\$ 620.16	\$ 70,950.94	\$ 67,898.25
Cash in Banks - Time Deposits	30,400.00	27,200.00		
Investments - At Book Value	40,078.09	40,078.09		
TOTAL ENDOWMENT FUNDS	\$ 70,950.94	\$ 67,898.25	\$ 70,950.94	\$ 67,898.25
PLANT FUNDS				
Unexpended Plant Funds				
Cash in Banks - Demand Deposits	\$ 31,027.15	\$ 61,265.00	\$ 41,215.11	\$ 62,235.00
Receivables - G S F I C	10,368.14	970.00	180.18	
Total Unexpended Plant Funds	41,395.29	62,235.00	41,395.29	62,235.00
Investment in Plant				
Land	1,142,470.23	1,142,470.23	1,235,140.00	1,427,958.00
Buildings and Additions	6,540,062.48	6,400,273.04	8,737,380.88	8,484,685.29
Improvements Other Than Buildings	304,322.81	290,236.32		
Library Collections	903,342.69	844,003.61		
Equipment	1,082,322.67	1,235,660.09		
Total Investment in Plant	9,972,520.88	9,912,643.29	9,972,520.88	9,912,643.29
TOTAL PLANT FUNDS	\$ 10,013,916.17	\$ 9,974,878.29	\$ 10,013,916.17	\$ 9,974,878.29
AGENCY FUNDS - PRIVATE TRUST				
Cash in Banks - Demand Deposits	\$ 28,220.34	\$ 7,313.07	\$ 28,220.34	\$ 7,313.07
TOTAL AGENCY FUNDS - PRIVATE TRUST	\$ 28,220.34	\$ 7,313.07	\$ 28,220.34	\$ 7,313.07
AGENCY FUNDS - STUDENT ACTIVITIES				
Cash in Banks - Demand Deposits	\$ 14,863.81	\$ 16,835.34	\$ 3,051.00	\$ 393.64
Deferred Revenue - Student Fees			10,935.00	9,840.00
Fund Balance - Unallocated			877.81	6,601.70
TOTAL AGENCY FUNDS - STUDENT ACTIVITIES	\$ 14,863.81	\$ 16,835.34	\$ 14,863.81	\$ 16,835.34

STATEMENT OF CHANGES
Year Ended

	CURRENT FUNDS			LOAN FUNDS
	Resident Instruction	Restricted	Auxiliary Enterprises	
FUND BALANCE, July 1, 1984 as Previously Reported	\$ 2,795.36	\$ 2,374.63	\$ 7,386.76	\$ 65,359.99
Adjustments per State Audit	-	-	-	(207.00)
FUND BALANCE, ADJUSTED July 1, 1984	<u>2,795.36</u>	<u>2,374.63</u>	<u>7,386.76</u>	<u>65,152.99</u>
REVENUES AND OTHER ADDITIONS				
Revenue	4,861,058.34	-	330,390.32	-
Federal Grants and Contracts	-	345,841.00	-	-
Other Governmental Grants and Contracts	-	572,513.82	-	-
Private Gifts, Grants, and Contracts	-	64,525.69	-	-
Interest Income on Loans	-	-	-	367.20
Investment Income	-	-	-	3,214.74
Adjustments - Prior Year	-	-	-	-
Accounts Payable	1,667.09	-	-	-
Other	(27.59)	-	-	-
Additions to Plant Properties	-	-	-	-
Other Additions	-	-	-	40.00
TOTAL REVENUES AND OTHER ADDITIONS	<u>4,862,697.84</u>	<u>982,880.51</u>	<u>330,390.32</u>	<u>3,621.94</u>
EXPENDITURES AND OTHER DEDUCTIONS				
Expenditures	4,860,502.00	-	310,791.50	-
Lapsed Surplus Returned - Prior Year	2,795.36	-	-	-
Provisions for Reserves	-	-	-	-
Renewals and Replacements	-	-	15,878.94	-
Bus Replacement	-	-	8,363.37	-
Inventories	-	-	5,244.57	-
Loan Cancellations	-	-	-	2,239.74
Collection Costs	-	-	-	228.58
Distribution per Trust Agreements	-	-	-	-
Repayment of Capital Contributions	-	-	-	2,650.00
Disposal of Plant Properties	-	-	-	-
Transfers to				
Resident Instruction Funds				
Direct Expenditures	-	976,429.41	-	-
Administrative Cost Allowance	-	5,727.28	-	-
Unexpended Plant Funds	-	-	2,545.63	-
TOTAL EXPENDITURES AND OTHER DEDUCTIONS	<u>4,863,297.36</u>	<u>982,156.69</u>	<u>342,824.01</u>	<u>5,118.32</u>
FUND BALANCE, June 30, 1985	\$ <u>2,195.84</u>	\$ <u>3,098.45</u>	\$ <u>(5,046.93)</u>	\$ <u>63,656.61</u>

JUNIOR COLLEGE

IN FUND BALANCES
June 30, 1985

ENDOWMENT FUNDS	P L A N T F U N D S		AGENCY FUNDS
	Unexpended	Investment In Plant	Student Activities
\$ 67,898.25	\$ -	\$ 9,912,643.29	\$ 6,601.70
<u>67,898.25</u>	<u>-</u>	<u>9,912,643.29</u>	<u>6,601.70</u>
-	77,687.79	-	93,741.97
-	-	-	-
1,025.00	-	-	-
-	-	-	-
7,296.69	-	-	-
-	-	-	362.04
-	-	489,398.26	-
-	-	-	-
<u>8,321.69</u>	<u>77,687.79</u>	<u>489,398.26</u>	<u>94,104.01</u>
-	77,507.61	-	99,827.90
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
5,269.00	-	-	-
-	-	429,520.67	-
-	-	-	-
-	-	-	-
<u>5,269.00</u>	<u>77,507.61</u>	<u>429,520.67</u>	<u>99,827.90</u>
\$ <u>70,950.94</u>	\$ <u>180.18</u>	\$ <u>9,972,520.88</u>	\$ <u>877.81</u>

BRUNSWICK JUNIOR COLLEGE

SUMMARY STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES
Year Ended June 30, 1985
With Comparative Figures for 1984

	1 9 8 5				1984
	EDUCATIONAL AND GENERAL		AUXILIARY	TOTAL	TOTAL
	Unrestricted	Restricted	ENTERPRISES		
REVENUE					
General Operations					
Student Tuition and Fees	\$ 731,891.81	\$	\$	\$ 731,891.81	\$ 707,163.33
State Appropriations	3,016,600.00			3,016,600.00	2,774,100.00
Sales & Services of Educ Activities	8,653.81			8,653.81	12,014.99
Other Sources	10,806.08			10,806.08	9,251.01
Departmental Sales and Services					
Revenues for Program Support	116,677.23			116,677.23	126,078.97
Sponsored Operations					
Federal Grants and Contracts		341,010.00		341,010.00	300,352.23
State Grants and Contracts		549,227.10		549,227.10	364,278.66
Local Grants and Contracts		18,428.88		18,428.88	16,151.69
Private Grants and Contracts		62,494.43		62,494.43	94,772.93
Endowment Income		5,269.00		5,269.00	3,387.00
Auxiliary Enterprises					
Food Services			68,043.82	68,043.82	78,530.65
Stores and Shops			235,140.79	235,140.79	232,573.70
Other Service Units			27,205.71	27,205.71	32,329.88
TOTAL REVENUE	3,884,628.93	976,429.41	330,390.32	5,191,448.66	4,750,985.04
EXPENDITURES					
Educational and General					
Instruction	1,559,612.92	524,813.29		2,084,426.21	1,878,505.69
Public Service		9,651.58		9,651.58	
Academic Support	345,700.08	3,530.28		349,230.36	303,796.32
Student Services	277,364.44	38,210.19		315,574.63	265,321.78
Institutional Support	1,075,337.28	41,590.07		1,116,927.35	1,076,861.73
Operation and Maintenance of Plant	626,057.87			626,057.87	563,551.35
Scholarships and Fellowships		358,634.00		358,634.00	317,210.00
Auxiliary Enterprises					
Food Services			71,547.80	71,547.80	84,400.72
Stores and Shops			225,134.25	225,134.25	217,235.27
Other Service Units			14,109.45	14,109.45	14,306.56
TOTAL EXPENDITURES	3,884,072.59	\$ 976,429.41	310,791.50	5,171,293.50	4,721,189.42
Excess of Revenue Over Expenditures	556.34		19,598.82	20,155.16	29,795.62
Beginning Fund Balance, Adjusted	2,795.36		7,386.76	10,182.12	21,552.45
Adjustments Other Than State Audit	1,639.50		(2,545.63)	(906.13)	126.53
Lapsed Surplus Returned - Prior Year	(2,795.36)			(2,795.36)	(282.83)
Provisions for Reserves			(29,486.88)	(29,486.88)	(41,009.65)
ENDING FUND BALANCES	\$ 2,195.84		\$ (5,046.93)	\$ (2,851.09)	\$ 10,182.12

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF CURRENT FUNDS REVENUES
Year Ended June 30, 1985

	<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>
EDUCATIONAL AND GENERAL REVENUE			
General Operations			
Student Tuition and Fees			
Matriculation	\$ 707,174.81	\$	\$ 707,174.81
Non-Resident Tuition	17,066.00		17,066.00
Other Student Fees	7,651.00		7,651.00
State Appropriations			
State of Georgia - General	3,000,500.00		3,000,500.00
State of Georgia - Indirect Funding	16,100.00		16,100.00
Sales and Services of Educational Activities			
Library Fines	1,095.24		1,095.24
Transcript Fees	1,049.50		1,049.50
Xerox Copy Fees	3,424.01		3,424.01
Vo-Tech Service Fees	555.06		555.06
Scholastic Aptitude Testing Fees	2,530.00		2,530.00
Other Sources			
Rental - Facilities	250.00		250.00
Salvage Sales	465.50		465.50
Cash Over/Short	1.85		1.85
Veterans Recording Fees	544.00		544.00
Parking Decals and Fines	2,282.00		2,282.00
Administrative Cost Allowance	5,727.28		5,727.28
Identification Cards	100.00		100.00
Other Revenues	1,435.45		1,435.45
Total Revenue from General Operations	<u>3,767,951.70</u>		<u>3,767,951.70</u>
Departmental Sales and Services			
Revenues for Program Support			
Fees - Vocational-Technical	13,967.00		13,967.00
Fees - Continuing Education	102,710.23		102,710.23
Quasi-Revenue from Distribution of Costs			
Cost Transfers - Print Shop	26,718.13		26,718.13
Sub-Total	143,395.36		143,395.36
Less: Quasi-Revenue from Distribution of Costs	(26,718.13)		(26,718.13)
Total Revenue from Departmental Sales and Services	<u>116,677.23</u>		<u>116,677.23</u>
Sponsored Operations			
Federal Grants and Contracts		341,010.00	341,010.00
State Grants and Contracts		549,227.10	549,227.10
Local Grants and Contracts		18,428.88	18,428.88
Private Grants and Contracts		62,494.43	62,494.43
Endowment Income		5,269.00	5,269.00
Total Revenue from Sponsored Operations		<u>976,429.41</u>	<u>976,429.41</u>
TOTAL EDUCATIONAL AND GENERAL REVENUE	<u>3,884,628.93</u>	<u>976,429.41</u>	<u>4,861,058.34</u>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF CURRENT FUNDS REVENUES (Continued)

	<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>
AUXILIARY ENTERPRISES REVENUE			
Food Services			
Snack Bar - Operated by Institution			
Sales - Snack Bar	61,792.56		61,792.56
Other Income - Interest Earned	6,251.26		6,251.26
Stores and Shops			
Bookstore			
Sales - Bookstore	228,889.53		228,889.53
Other Income - Interest Earned	6,251.26		6,251.26
Other Service Units			
Student Transportation			
Fees - Student Transportation	12,811.56		12,811.56
Vending			
Commissions - Vending/Contracted	146.64		146.64
Sales - Vending/Institutional	11,377.98		11,377.98
Game Room			
Sales - Game Room	2,869.53		2,869.53
	<u>330,390.32</u>		<u>330,390.32</u>
TOTAL AUXILIARY ENTERPRISES REVENUE			
	<u>\$ 4,215,019.25</u>	<u>\$ 976,429.41</u>	<u>\$ 5,191,448.66</u>
TOTAL CURRENT FUNDS REVENUES			

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF CURRENT FUNDS EXPENDITURES
Year Ended June 30, 1985

	FUND CLASSIFICATION			OBJECT CLASSIFICATION			
	Unrestricted	Restricted	Total	Personal Services	Travel	Operating Supplies & Expenses	Equipment
EDUCATIONAL AND GENERAL EXPENDITURES							
INSTRUCTION							
General Academic Instruction							
Division of General Studies	\$ 74,580.83	\$	\$ 74,580.83	\$ 61,485.31	\$ 811.48	\$ 12,284.04	\$
Department of Business Administration	102,452.22		102,452.22	99,736.00	1,699.82	1,016.40	
Department of Humanities	131,350.13		131,350.13	125,601.70	1,840.21	3,908.22	
Department of Natural Science	174,570.87		174,570.87	161,843.08	1,588.42	8,952.82	2,186.55
Department of Social Science	119,512.21		119,512.21	115,389.00	1,775.88	2,347.33	
Division of Special Programs	59,692.55		59,692.55	50,941.72	475.60	4,584.12	3,691.11
Department of Physical Education	91,709.90		91,709.90	86,043.30	383.50	4,932.90	350.20
Department of Nursing	166,705.62	17,482.50	184,188.12	176,877.58	2,399.66	4,910.88	
Quality Improvement Program	42,076.27		42,076.27			1,090.00	40,986.27
Vocational and Technical Instruction							
Division of Vocational Technical	332,724.42	472,509.13	805,233.55	548,713.73	10,484.98	77,092.65	168,942.19
Fort Stewart Off-Campus Center	39,420.55	16,334.39	55,754.94	46,920.82	3,545.11	5,289.01	
Community Education							
Department of Continuing Education	113,780.38	18,487.27	132,267.65	92,450.53	2,031.10	37,674.29	111.73
Preparatory & Adult Basic Education	111,036.97		111,036.97	108,706.73	247.17	2,083.07	
Department of Developmental Studies							
TOTAL INSTRUCTION	1,559,612.92	524,813.29	2,084,426.21	1,674,709.50	27,282.93	166,165.73	216,268.05
PUBLIC SERVICES							
Community Services							
Community Services		9,651.58	96,51.58			9,651.58	
TOTAL PUBLIC SERVICE		9,651.58	9,651.58			9,651.58	
ACADEMIC SUPPORT							
Libraries							
Could Memorial Library	191,950.73	1,279.43	193,230.16	108,910.27	1,141.71	16,405.37	66,772.81
Audio Visual Services	43,085.97		43,085.97	32,968.00	50.80	3,169.80	6,897.37
Media Center							
Academic Administration	110,663.38		110,663.38	87,494.17	4,772.44	11,526.61	6,870.16
Office of Academic Affairs		2,250.85	2,250.85		1,548.63	702.22	
Faculty Development							
TOTAL ACADEMIC SUPPORT	345,700.08	3,530.28	349,230.36	229,372.44	7,513.58	31,804.00	80,540.34
STUDENT SERVICES							
Student Services Administration							
Office of Student Affairs	93,982.22		93,982.22	79,324.53	667.46	10,488.36	3,501.87
Counseling and Career Guidance							
Counseling Center	23,990.83	38,210.19	62,201.02	47,297.55	1,191.84	7,856.63	5,855.00
Financial Aid Administration	36,743.73		36,743.73	34,750.80	754.42	1,238.51	
Student Admissions and Records							
Office of the Registrar	122,647.66		122,647.66	93,555.80	1,954.64	26,942.57	194.65
TOTAL STUDENT SERVICES	277,364.44	38,210.19	315,574.63	254,928.68	4,568.36	46,526.07	9,551.52

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF CURRENT FUNDS EXPENDITURES (Continued)

	FUND CLASSIFICATION			OBJECT CLASSIFICATION			
	Unrestricted	Restricted	Total	Personal Services	Travel	Operating Supplies & Expenses	Equipment
EDUCATIONAL AND GENERAL EXPENDITURES (Continued)							
INSTITUTIONAL SUPPORT							
Executive Management							
Office of the President	92,650.75		92,650.75	81,415.71	4,525.12	6,709.92	
Fiscal Operations	184,684.20		184,684.20	155,209.18	3,767.46	18,653.92	7,053.64
Office of the Comptroller							
General Administrative Services	90,864.36		90,864.36	40,718.13	783.16	35,340.56	14,022.51
Data Processing							
Logistical Services	55,026.03		55,026.03	22,404.59		22,930.79	9,690.65
Central Duplications	(26,718.13)		(26,718.13)			(26,718.13)	
Less: Charges to User Departments							
Community Relations							
Institutional Development	11,010.53		11,010.53	8,155.00	606.39	2,249.14	
Staff Benefits							
F I C A	184,871.65		184,871.65	184,871.65			
Retirement - Employer	315,844.65		315,844.65	315,844.65			
Group Insurance - Health	124,244.05		124,244.05	124,244.05			
Group Insurance - Life	14,098.59		14,098.59	14,098.59			
Personal Liability Insurance - Employees	3,200.00		3,200.00	3,200.00			
Unemployment Insurance	2,915.81		2,915.81	2,915.81			
Workers Compensation	10,575.00		10,575.00	10,575.00			
General Institutional							
General Expense	12,069.79		12,069.79			11,281.79	788.00
College Work-Study Program - Federal		33,272.00	33,272.00			33,272.00	
College Work-Study Program - Matching		8,318.07	8,318.07			8,318.07	
TOTAL INSTITUTIONAL SUPPORT	1,075,337.28	41,590.07	1,116,927.35	963,652.36	9,682.13	112,038.06	31,554.80
OPERATION & MAINTENANCE							
OF PHYSICAL PLANT							
Physical Plant Administration	68,882.06		68,882.06	64,378.51	1,119.43	3,189.47	194.65
Building and Equipment Maintenance	131,083.03		131,083.03	49,593.06		63,901.78	17,588.19
Custodial Services	117,086.68		117,086.68	102,235.29		14,037.49	813.90
Utilities	152,926.65		152,926.65			152,926.65	
Landscape and Grounds Maintenance	98,885.37		98,885.37	68,671.84		24,048.43	6,165.10
Campus Security	57,194.08		57,194.08	54,279.81		2,142.27	772.00
TOTAL OPERATION & MAINTENANCE OF PLANT	626,057.87		626,057.87	339,158.51	1,119.43	260,246.09	25,533.84
SCHOLARSHIPS AND FELLOWSHIPS							
Scholarships		358,634.00	358,634.00			358,634.00	
TOTAL SCHOLARSHIPS AND FELLOWSHIPS		358,634.00	358,634.00			358,634.00	
TOTAL EDUCATIONAL & GENERAL EXPENDITURES	3,884,072.59	976,429.41	4,860,502.00	3,461,821.49	50,166.43	985,065.53	363,448.55

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF CURRENT FUNDS EXPENDITURES (Continued)

	FUND CLASSIFICATION			OBJECT CLASSIFICATION			
	Unrestricted	Restricted	Total	Personal Services	Travel	Operating Supplies & Expenses	Equipment
AUXILIARY ENTERPRISES EXPENDITURES							
FOOD SERVICES							
Snack Bar - Operated by Institution	71,547.80		71,547.80	36,885.96		34,661.84	
TOTAL FOOD SERVICES	71,547.80		71,547.80	36,885.96		34,661.84	
STORES AND SHOPS							
Bookstore	225,134.25		225,134.25	50,811.99	62.62	174,259.64	
TOTAL STORES AND SHOPS	225,134.25		225,134.25	50,811.99	62.62	174,259.64	
OTHER SERVICE UNITS							
Student Transportation	4,448.19		4,448.19	543.03		3,905.16	
Vending Operations - Institutional	8,712.29		8,712.29	543.03		8,169.26	
Game Room	948.97		948.97	543.03		405.94	
TOTAL OTHER SERVICE UNITS	14,109.45		14,109.45	1,629.09		12,480.36	
TOTAL AUXILIARY ENTERPRISES EXPENDITURES	310,791.50		310,791.50	89,327.04	62.62	221,401.84	
TOTAL CURRENT FUNDS EXPENDITURES	\$ 4,194,866.09	\$ 976,429.41	\$ 5,171,293.50	\$ 3,551,148.53	\$ 50,229.05	\$ 1,206,467.37	\$ 363,448.55

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF OPERATION OF RESTRICTED FUNDS
Year Ended June 30, 1985

	FUND BALANCE JULY 1, 1984	RECEIPTS	DEDUCTIONS/TRANSFERS		FUND BALANCE JUNE 30, 1985
			For Direct	For Indirect & Adm Allow	
FEDERAL FUNDS					
Supplemental Educ Opportunity Grants					
Initial Program	\$	\$ 13,751.00	\$ 13,751.00	\$	\$
Continuing Program		8,385.00	8,385.00		
Pell Grants Program		287,247.00	285,602.00	1,645.00	
College Work-Study Program		36,458.00	33,272.00	3,186.00	
TOTAL FEDERAL FUNDS		<u>345,841.00</u>	<u>341,010.00</u>	<u>4,831.00</u>	
STATE FUNDS					
Vocational Technical					
Regular	44.84	366,768.61	366,768.61		44.84
Equipment Grant		117,691.02	117,691.02		
Quick Start		22,460.00	22,155.54		304.46
Disadvantaged		22,114.15	22,114.15		
Handicapped		16,096.04	16,096.04		
Georgia Endowment for Humanities		4,401.74	4,401.74		
TOTAL STATE FUNDS	<u>44.84</u>	<u>549,531.56</u>	<u>549,227.10</u>		<u>349.30</u>
LOCAL FUNDS					
Glynn-Brunswick Hospital					
Vocational Technical	1,611.90		715.62	896.28	
Nursing		17,482.50	17,482.50		
College Work-Study - Off Campus SSA		230.76	230.76		
TOTAL LOCAL FUNDS	<u>1,611.90</u>	<u>17,713.26</u>	<u>18,428.88</u>	<u>896.28</u>	
PRIVATE FUNDS					
Inhalation Therapy	531.50	(531.50)			
Brunswick Jr College Foundation		13,087.31	10,338.16		2,749.15
Brunswick College Foundation Scholarship		45,627.00	45,627.00		
Small Business Development		5,249.84	5,249.84		
Library Gifts	186.39	1,093.04	1,279.43		
TOTAL PRIVATE FUNDS	<u>717.89</u>	<u>64,525.69</u>	<u>62,494.43</u>		<u>2,749.15</u>
ENDOWMENT FUNDS					
Wells Endowment Fund		3,666.00	3,666.00		
Whittle Endowment Fund		563.00	563.00		
Austin Endowment Fund		1,000.00	1,000.00		
Williams Endowment Fund		40.00	40.00		
TOTAL ENDOWMENT FUNDS		<u>5,269.00</u>	<u>5,269.00</u>		
TOTAL RESTRICTED FUNDS	<u>\$ 2,374.63</u>	<u>\$ 982,880.51</u>	<u>\$ 976,429.41</u>	<u>\$ 5,727.28</u>	<u>\$ 3,098.45</u>

BRUNSWICK JUNIOR COLLEGE

STATEMENT OF CHANGES IN BALANCES OF PUBLIC TRUST FUNDS
Year Ended June 30, 1985

	LOAN FUNDS	ENDOWMENT FUNDS	TOTAL
BEGINNING FUND BALANCE	\$ 65,359.99	\$ 67,898.25	\$ 133,258.24
Adjustments per State Audit	(207.00)		(207.00)
BEGINNING FUND BALANCE, ADJUSTED	<u>65,152.99</u>	<u>67,898.25</u>	<u>133,051.24</u>
ADDITIONS			
Private Gifts and Grants		1,025.00	1,025.00
Service Charges	40.00		40.00
Investments and Interest Income			
National Direct Student Loan	12.24		12.24
Federal Nursing Loan	3,443.12		3,443.12
Other Funds	126.58	7,296.69	7,423.27
TOTAL ADDITIONS	<u>3,621.94</u>	<u>8,321.69</u>	<u>11,943.63</u>
DEDUCTIONS			
Transfer to Restricted Funds		5,269.00	5,269.00
Loan Cancellations and Adjustments			
Service - Federal Nursing Loan	2,239.74		2,239.74
Loan Collection Costs	228.58		228.58
Repayments to Federal Government	2,650.00		2,650.00
TOTAL DEDUCTIONS	<u>5,118.32</u>	<u>5,269.00</u>	<u>10,387.32</u>
ENDING FUND BALANCE	<u>\$ 63,656.61</u>	<u>\$ 70,950.94</u>	<u>\$ 134,607.55</u>

SCHEDULE OF OPERATION OF PUBLIC TRUST FUNDS
Year Ended June 30, 1985

	FUND BALANCE JULY 1, 1984	ADDITIONS	DEDUCTIONS	FUND BALANCE JUNE 30, 1985
LOAN FUNDS				
Federal				
National Direct Student Loans	\$ 7,724.37	\$ 12.24	\$ 2,650.00	\$ 5,086.61
Federal Nursing Loans	55,220.65	3,443.12	2,468.32	56,195.45
Institutional				
Glynn County Association of Educators	1,181.30	166.58		1,347.88
Glynn Academy Loan	466.00			466.00
Earl Hargett Loan	273.67			273.67
Brunswick Junior College Loan	287.00			287.00
TOTAL LOAN FUNDS	<u>65,152.99</u>	<u>3,621.94</u>	<u>5,118.32</u>	<u>63,656.61</u>
ENDOWMENT FUNDS				
Restricted As To Income				
Wells Scholarship	41,135.97	4,048.48	3,666.00	41,518.45
Rosalie S. Gormley Scholarship	3,706.11	483.16		4,189.27
Whittle Endowment Fund	11,646.90	1,426.72	563.00	12,510.62
Mary Jane Austin Scholarship	10,130.21	2,215.55	1,000.00	11,345.76
L E Williams Scholarship	1,279.06	147.78	40.00	1,386.84
TOTAL ENDOWMENT FUNDS	<u>67,898.25</u>	<u>8,321.69</u>	<u>5,269.00</u>	<u>70,950.94</u>
TOTAL PUBLIC TRUST FUNDS	<u>\$ 133,051.24</u>	<u>\$ 11,943.63</u>	<u>\$ 10,387.32</u>	<u>\$ 134,607.55</u>

BRUNSWICK JUNIOR COLLEGE

SUMMARY OF PUBLIC TRUST FUND INVESTMENTS
Year Ended June 30, 1985

	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>
ENDOWMENT FUNDS		
Stocks	\$ 11,580.59	\$ 8,337.00
Bonds	<u>28,497.50</u>	<u>26,997.50</u>
TOTAL PUBLIC TRUST FUND INVESTMENTS	<u>\$ 40,078.09</u>	<u>\$ 35,334.50</u>

ENDOWMENT FUNDS
DETAIL OF INVESTMENTS IN STOCKS
June 30, 1985

	<u>NUMBER OF SHARES</u>	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>
COMMON STOCKS			
Lifetime Communities, Inc.	100	\$ 890.96	\$ 512.00
TOTAL COMMON STOCKS	<u>100</u>	<u>890.96</u>	<u>512.00</u>
PREFERRED STOCKS			
Florida Power Company	100	10,689.63	7,825.00
TOTAL PREFERRED STOCKS	<u>100</u>	<u>10,689.63</u>	<u>7,825.00</u>
TOTAL INVESTMENTS IN STOCKS - ENDOWMENT FUNDS	<u>200</u>	<u>\$ 11,580.59</u>	<u>\$ 8,337.00</u>

ENDOWMENT FUNDS
DETAIL OF INVESTMENTS IN BONDS

	<u>RATE OF INTEREST</u>	<u>DATE OF MATURITY</u>	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>
BONDS				
General Telephone of Indiana	9.00%	12/01/20	\$ 10,000.00	\$ 8,337.50
Georgia Power Company	11.75%	12/01/05	4,397.50	3,910.00
Houston Light and Power	8.37%	10/01/06	<u>14,100.00</u>	<u>14,750.00</u>
TOTAL BONDS			<u>28,497.50</u>	<u>26,997.50</u>
TOTAL INVESTMENTS IN BONDS AND NOTES - ENDOWMENT FUNDS			<u>\$ 28,497.50</u>	<u>\$ 26,997.50</u>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF OPERATION OF UNEXPENDED PLANT FUNDS
Year Ended June 30, 1985

	<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>
REVENUE/ADDITIONS			
State Appropriations			
Major Repair/Rehabilitation Funds	\$ 27,020.00	\$	\$ 27,020.00
Transfers from Auxiliary Enterprises			
Reserve for Renewals and Replacements	18,711.24		18,711.24
Reserve for Bus Replacement	13,833.08		13,833.08
Unassigned Balance - Surplus	2,545.63		2,545.63
Interest Income	15,577.84		15,577.84
TOTAL REVENUE/ADDITIONS	<u>77,687.79</u>		<u>77,687.79</u>
EXPENDITURES/DEDUCTIONS			
Buildings			
Administration Building (MRRF)	1,320.00		1,320.00
Vo Tech Allied Health Building (MRRF)	4,000.00		4,000.00
Maintenance Building (MRRF)	9,500.00		9,500.00
Student Center Building	7,509.24		7,509.24
Total Buildings	<u>22,329.24</u>		<u>22,329.24</u>
Improvements Other Than Buildings			
Metered Electrical Lines (MRRF)	4,871.99		4,871.99
Underground Distribution Lines (MRRF)	7,200.00		7,200.00
Total Improvements Other Than Buildings	<u>12,071.99</u>		<u>12,071.99</u>
Equipment			
Administration Building	7,503.67		7,503.67
Library/BJC	3,880.00		3,880.00
Automotive Equipment	13,833.08		13,833.08
Student Center Building	13,747.63		13,747.63
Physical Education Building/BJC	4,142.00		4,142.00
Total Equipment	<u>43,106.38</u>		<u>43,106.38</u>
TOTAL EXPENDITURES/DEDUCTIONS	<u>77,507.61</u>		<u>77,507.61</u>
Excess of Revenue Over Expenditures	180.18		180.18
Beginning Fund Balance, Adjusted			
ENDING FUND BALANCE	<u>\$ 180.18</u>	<u>\$</u>	<u>\$ 180.18</u>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF CHANGES IN INVESTMENT IN PLANT
Year Ended June 30, 1985

BEGINNING INVESTMENT IN PLANT		\$ 9,912,643.29
ADDITIONS		
Expended from Current Funds	\$ 363,448.55	
Expended from Unexpended Plant Funds	77,507.61	
Expended from Georgia State Finance and Investment Commission (GSFIC)	188,803.62	
Vo-Tech Equipment Purchased by State Dept of Education	(161,510.02)	
Expended from Agency Funds - Student Activities	3,588.00	
Gifts - Brunswick College Foundation	<u>17,560.50</u>	
TOTAL ADDITIONS		489,398.26
DEDUCTIONS		
Adjustments to Inventory Counts		
Equipment	<u>429,520.67</u>	
TOTAL DEDUCTIONS		<u>429,520.67</u>
ENDING INVESTMENT IN PLANT		9,972,520.88
Less: Equity of Georgia Education Authority (University)		<u>1,235,140.00</u>
NET INVESTMENT IN PLANT		<u>\$ 8,737,380.88</u>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF INVESTMENT IN PLANT
Year Ended June 30, 1985

	YEAR ACQUIRED	INVESTMENT JULY 1, 1984	ADDITIONS	DEDUCTIONS	TRANSFERS	INVESTMENT JUNE 30, 1985
LAND						
Campus		\$ 1,142,470.23	\$	\$	\$	\$ 1,142,470.23
TOTAL LAND		<u>1,142,470.23</u>				<u>1,142,470.23</u>
BUILDINGS						
Administration Building	1964	360,621.15	1,320.00			361,941.15
Classroom Building	1964	396,183.55				396,183.55
Student Center Building	1964	119,515.43	7,509.24			127,024.67
Student Ctr Addition GEA(U) R-37	1969	426,403.04				426,403.04
Maintenance Building 8205	1964	285,629.56	9,500.00			295,129.56
Howard E. Coffin Gym						
Brunswick Junior College	1969	20,412.66				20,412.66
GEA(U) 3-18	1967	773,038.74				773,038.74
Library GEA(U) T-12	1969	905,574.29				905,574.29
Warehouse/Shop GEA(U) T-21		240,457.53				240,457.53
Vo-Tech Facility GEA(U) M-26	1967	676,429.33				676,429.33
Vo-Tech Addition C-65	1983	998,611.37	117,460.20			1,116,071.57
Vo-Tech Addition BJC	1980	25,998.62				25,998.62
Science Facility GEA(U) M-21	1973	1,139,897.77				1,139,897.77
Fine Arts Center	1981	31,500.00				31,500.00
Vo-Tech Allied Health			4,000.00			4,000.00
TOTAL BUILDINGS		<u>6,400,273.04</u>	<u>139,789.44</u>			<u>6,540,062.48</u>
IMPROVEMENTS OTHER THAN BUILDINGS						
Campus Lighting System		35,246.85				35,246.85
Paving and Sidewalks 8206		104,400.27				104,400.27
Zell Memorial Clock Tower		37,128.65				37,128.65
Landscaping		23,540.43	2,014.50			25,554.93
Entranceways and Markers		10,118.86				10,118.86
Irrigation System		4,230.63				4,230.63
Physical Education Area Development		69,838.83				69,838.83
Campus Master Plan		4,150.00				4,150.00
Extension of Water Mains		1,581.80				1,581.80
Metered Electrical Lines			4,871.99			4,871.99
Underground Distribution Lines			7,200.00			7,200.00
TOTAL IMPROVEMENTS OTHER THAN BUILDINGS		<u>290,236.32</u>	<u>14,086.49</u>			<u>304,322.81</u>
LIBRARY COLLECTIONS						
General Acquisitions		841,829.24	58,059.65			899,888.89
Donations		2,174.37	1,279.43			3,453.80
TOTAL LIBRARY COLLECTIONS		<u>844,003.61</u>	<u>59,339.08</u>			<u>903,342.69</u>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF INVESTMENT IN PLANT (Continued)

	<u>YEAR ACQUIRED</u>	<u>INVESTMENT JULY 1, 1984</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>TRANSFERS</u>	<u>INVESTMENT JUNE 30, 1985</u>
EQUIPMENT						
Administration Building		314,392.26	41,524.36	157,168.83		198,747.79
Classroom Building		240,252.89	3,691.11	127,120.05		116,823.95
Student Center Building/BJC		42,973.82	20,837.50	(2,251.91)		66,063.23
Student Center Building/GEA(U)		24,264.10		24,264.10		
Campus Maintenance Equipment		46,487.54	15,279.38	26,370.52		35,396.40
Library/BJC		153,610.41	33,745.12	(14,175.92)		201,531.45
Library/GEA(U)		49,799.38		49,799.38		
Vo-Tech Building/BJC		2,700.00		(3,254.90)		5,954.90
Vo-Tech Building/GEA(U)		6,371.60		6,371.60		
Science Facility/BJC		91,128.75	30,879.80	(72,404.26)		194,412.81
Science Facility/GEA(U)		68,692.74		68,692.74		
Maintenance Building		50,417.20	9,690.65	(97,950.55)		158,058.40
Automotive Equipment		92,886.56	24,587.54	117,474.10		
Garbage Disposal Equipment		622.00		622.00		
Physical Education Building/BJC		35,272.56	5,842.20	7,455.06		33,659.70
Physical Education Building/GEA(U)		15,788.28		15,788.28		
Vo-Tech Allied Health			90,105.59	18,431.55		71,674.04
TOTAL EQUIPMENT		<u>1,235,660.09</u>	<u>276,183.25</u>	<u>429,520.67</u>		<u>1,082,322.67</u>
TOTAL INVESTMENT IN PLANT		<u>\$ 9,912,643.29</u>	<u>\$ 489,398.26</u>	<u>\$ 429,520.67</u>	<u>\$</u>	<u>\$ 9,972,520.88</u>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF OPERATION OF AGENCY FUNDS - PRIVATE TRUST
Year Ended June 30, 1985

	FUND BALANCE JULY 1, 1984	RECEIPTS	DISBURSEMENTS	FUND BALANCE JUNE 30, 1985
FUNDS HELD ON DEPOSIT				
Continuing Education Activity	\$	\$ 480.64	\$ 480.64	\$
Small Business Development Center		159.94	159.94	
Alumni Account	230.04	27.00		257.04
Nightingale Lamps	264.00	(264.00)		
Nursing Club		264.00	264.00	
Mariner Golf Program	1,126.14	5,172.56	2,585.30	3,713.40
Phi Theta Kappa	347.05	2,284.00	2,341.50	289.55
Phi Beta Lambda	949.54	1,789.44	1,396.77	1,342.21
Literary Club	45.00	117.30		162.30
Vo Tech Industrial	480.51	2,742.05	2,768.98	453.58
Athletic Advance		8,505.72	8,505.72	
Return Check Fee	652.72	1,275.00	439.20	1,488.52
Student Liability Insurance		1,326.75	1,326.75	
Student Accident Insurance		136.00	136.00	
Faculty Fellowship Fund	18.49			18.49
Faculty Flower Fund	124.34			124.34
Staff Council Fund	2.67	740.03	723.12	19.58
Pell Grant Audit Exceptions	(1,137.51)	15.00		(1,122.51)
Athletic Awards Banquet		354.39	354.39	
Basketball Rental Program		7,869.38	7,869.38	
Basketball Meal Program		4,066.44	4,066.44	
Scholarship Refund Adjustments		60.00	60.00	
Library Workshop	2.85	5,186.00	5,056.66	132.19
Vicennial Fund		348.00	348.00	
Office of Education Cash Account		373,626.00	372,858.00	768.00
Pell Administrative Allowance		1,645.00	1,645.00	
South Georgia Library Association		5.35	895.35	(890.00)
TOTAL FUNDS HELD ON DEPOSIT	<u>3,105.84</u>	<u>417,931.99</u>	<u>414,281.14</u>	<u>6,756.69</u>
FUNDS FOR DESIGNATED SCHOLARSHIPS				
Regents Scholarships - Prior Year	167.00	(167.00)		
Regents Scholarships - Current Year		2,000.00	2,000.00	
Primitive Baptist Scholarship		200.00	200.00	
ABWA Hinesville Scholarship		750.00	750.00	
Winn-Dixie Scholarship		333.00	333.00	
Sapelo Island Foundation Scholarship		10,233.00	10,233.00	
Prince Hall Chapter Scholarship		300.00	300.00	
Brunswick Business Professional Women Scholarship		370.00	370.00	
VIP Printing Scholarship		400.67	400.67	
Phi Beta Lambda Scholarship		100.00	100.00	
McIntosh County Academy Scholarship		450.00	450.00	
Duncan Class Scholarship		750.00	750.00	
Woodbine Womans Club Scholarship		220.00	220.00	
Spencer White, Sr. Scholarship		100.00	100.00	
Navy Supply Corps Scholarship		667.00	667.00	
Gilman Hospital Auxiliary Scholarship		600.00	600.00	
Tammy Mauldin Memorial Scholarship		318.00	318.00	
Norwich St Church of God Scholarship		490.00	490.00	
Glynn Brunswick Hospital Scholarship		12,201.00	12,201.00	
Guaranteed Student Loan - Sheppard		950.00	950.00	
Guaranteed Student Loan - Cole		2,337.50	2,337.50	
Guaranteed Student Loan - Simmons		1,567.43	1,567.43	
Guaranteed Student Loan - Clinard		1,551.70	1,551.70	
Guaranteed Student Loan - Franklin		768.44	768.44	
Guaranteed Student Loan - Welling		778.85	778.85	
Guaranteed Student Loan - Gunn		778.85	778.85	
TOTAL FUNDS FOR DESIGNATED SCHOLARSHIPS	<u>167.00</u>	<u>39,048.44</u>	<u>39,215.44</u>	

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF OPERATION OF AGENCY FUNDS - PRIVATE TRUST (Continued)

	<u>FUND BALANCE</u> <u>JULY 1, 1984</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>FUND BALANCE</u> <u>JUNE 30, 1985</u>
PAYROLL OPERATIONS				
Payroll Deductions				
F I C A - Employee		186,918.00	186,918.00	
Federal Income Taxes		423,236.67	423,236.67	
State Income Taxes		116,505.77	100,705.14	15,800.63
Teachers Retirement - Employee		162,331.75	162,331.75	
Group Insurance/Health - Employee	2,012.92	44,030.81	44,271.02	1,772.71
Group Insurance/Life - Employee	1,263.02	27,780.77	27,504.90	1,538.89
Disability Insurance	522.86	11,220.96	11,207.12	536.70
Garnishments	78.93	1,889.74	1,968.67	
Credit Union		232,582.78	232,582.78	
United Way		2,129.12	1,799.40	329.72
Savings Bonds	37.50	1,050.00	937.50	150.00
Tax Sheltered Annuity - Lincoln		1,200.00	1,100.00	100.00
Tax Levy		23.99	23.99	
Tax Sheltered Annuity - Variable Life	125.00	10,500.00	9,390.00	1,235.00
Foundation Scholarships		3,507.73	3,507.73	
Employer Liability				
F I C A - Employer		190,988.29	190,988.29	
Teachers Retirement - Employer		350,115.32	350,115.32	
Group Insurance/Health - Employer		131,593.94	131,593.94	
Group Insurance/Life - Employer		14,763.62	14,763.62	
TOTAL PAYROLL OPERATIONS	<u>4,040.23</u>	<u>1,912,369.26</u>	<u>1,894,945.84</u>	<u>21,463.65</u>
TOTAL AGENCY FUNDS - PRIVATE TRUST	<u>\$ 7,313.07</u>	<u>\$ 2,369,349.69</u>	<u>\$ 2,348,442.42</u>	<u>\$ 28,220.34</u>

BRUNSWICK JUNIOR COLLEGE

SCHEDULE OF OPERATION OF AGENCY FUNDS - STUDENT ACTIVITIES
Year Ended June 30, 1985

REVENUE

Student Fees		
Fees - Student Activities	\$ 26,950.00	
Fees - Athletics	<u>53,960.00</u>	\$ 80,910.00
Gifts, Grants and Contracts		
Gifts and Grants - Private		4,488.00
Other Sources		
Sales - Tickets/Athletic Events	6,000.42	
Sales - Program Ads/Athletics	1,665.00	
Other - Athletics	452.30	
Other - Student Activity	<u>226.25</u>	<u>8,343.97</u>

TOTAL REVENUE

\$ 93,741.97

EXPENDITURES

Athletics and Related Activities		
Intramurals and Related Activities	1,910.44	
Intercollegiate Athletics	<u>68,497.11</u>	70,407.55
Social and Entertainment Activities		10,695.43
Student Government		5,789.60
Student Publications		10,478.85
Other Programs		<u>2,456.47</u>

TOTAL EXPENDITURES

99,827.90

Excess of Revenue Over Expenditures

(6,085.93)

Beginning Fund Balance, Adjusted

6,601.70

Adjustments - Prior Year

362.04

ENDING FUND BALANCE

\$ 877.81